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Pattern of conferences

Pattern of conferences

Report of the Secretary-General

Summary

In its resolution 63/248, the General Assembly requested the Secretary-General to report to it at its sixty-fourth session, through the Committee on Conferences, on a number of issues relating to conference management. Further to those requests, the present report covers the utilization of conference-servicing resources, the impact of the capital master plan, integrated global management and various issues pertaining to documentation, translation and interpretation. In addition, the report outlines progress made in the implementation of specific initiatives related to the improvement of conference services, proposes means to address current challenges and puts forward to the Assembly suggestions as to what steps could further contribute to the optimal functioning of the management of conferences at the United Nations.

* A/64/50.

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I. Introduction

1. The mission of the Department for General Assembly and Conference Management is to ensure optimal quality of conference management services in a cost-effective manner, with equal treatment given to all official languages of the United Nations.

2. The Department pushed ahead in 2008 in the implementation of its reform process, in particular as regards the establishment and implementation of integrated global management. Implementation of the integrated conference management system, iCMS, which will afford the Department the management tools required to implement and manage integrated global management fully, has continued apace. At the request of the Department, the current state of integrated global management was evaluated by the Office of Internal Oversight Services and the ensuing report has been circulated to Member States.

3. A major United Nations conference took place away from New York Headquarters during the period under review (the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus, held in Doha). The related additional servicing requirements strained the capacity of the Department to deliver on its responsibilities, given that the Conference took place in the midst of the main session of the General Assembly.

4. Timely submission of documentation continues to be an issue of justified concern to Member States and, indeed, to the Department. While the management and orderly processing of documentation continues to improve year after year, circumstances such as the increasing requirements of the Human Rights Council, in particular the inordinate length of some of the outcome documents emanating from the universal periodic reviews, have forced the Department to enforce the applicable rules governing the length and timely submission of such documents more stringently.

5. A further situation of significant importance to the Department is the capital master plan. In the first months of 2009, sections within the Department have been moved to temporary quarters and the dispersal of Department staff across six buildings in mid-town Manhattan has thus begun. The Department is conscious of the challenge to maintain its ability to deliver seamless services throughout the period of renovation of the United Nations Headquarters.

6. These developments are compounded by the continuing demographic shift taking place within the Department, with over 20 per cent of its staff expected to retire from service in the coming four years. Efforts are under way to address the major challenges in succession planning that lie ahead, in a climate of considerable competition for qualified language staff. In an effort to ameliorate the effects of this transition, the Department has undertaken a major effort to reach out to universities and to provide training to its staff.

7. All the issues outlined above are described in the relevant chapters of the present report, which is submitted to the General Assembly, through the Committee on Conferences.

II. Integrated global management

A. Status report

8. The year 2008 marked a period of implementation of the reform process within the Department known as integrated global management. The head of the Department began to exercise more deliberately and forcefully the mandate entrusted to him under General Assembly resolution 57/283 B, in which the Assembly stressed that the Department was responsible for the implementation of policy, the formulation of standards and guidelines, overseeing and coordinating United Nations conference services and the overall management of resources under the relevant budget section, this despite the absence of a corresponding attribution of direct managerial authority in the resolution. The Under-Secretary-General for General Assembly and Conference Management initiated a quarterly discussion of expenditures at all duty stations and additional management and strategic discussions by videoconference with conference managers at the four duty stations.

9. The General Assembly also has before it the report of the Office of Internal Oversight Services on integrated global management. While the Department is largely in agreement with the findings and recommendations of the evaluation that it had requested, it does not share the pessimistic tone and tenor of the report regarding the very existence of integrated global management and considers it necessary to recall the following achievements of integrated global management thus far:

(a) Development and implementation of a common roster for contractual translation;

(b) Development and dissemination of the United Nations Editorial Manual Online and the joint development and use across duty stations of an editorial toolbar and related electronic innovations;

(c) Drafting and entry into force of the compendium of administrative policies, practices and procedures of conference services (previously introduced to the Committee on Conferences as a work in progress);

(d) Global waiver management;

(e) Lateral transfers of staff, which is conducive to improved understanding, communication and experience-sharing across duty stations;

(f) Implementation of a global document slotting system, with immediate benefits in terms of improved timeliness of document availability;

(g) Staff exchanges;

(h) A concerted initiative to achieve standards of sustainable publishing (through International Organization for Standardization 14001: 2004 on environmental management systems), development of full digital (print-on-demand) printing and automatic parliamentary document formatting;

(i) Workload sharing (while the report asserts quite emphatically that this is having only a marginal effect, analysis of the relevant facts points to a more nuanced conclusion involving the following factual elements: (i) staffing structure developments resulting from integrated global management have levelled out the

"valleys" (current regular staffing is largely designed to cover the workload during these valleys, with additional temporary assistance staffing leveraged to address the peaks); (ii) workload sharing is now effectively applied to address the additional challenges posed by meetings held away from Headquarters; and (iii) documentation workload is shared, in particular with lesser-staffed regional commissions);

(j) Significantly increased communication, information and experience-sharing among duty stations and resulting synergies;

(k) Direct exercise by the Under-Secretary-General for General Assembly and Conference Management of his authority, as the head of the Department in accordance with the specific responsibilities for policy implementation, formulation of standards and guidelines, oversight and coordination and the overall management of resources set out in General Assembly resolution 57/283 B (see para. 8 above).

10. As regards the implementation of the three information technology projects which are to provide the management tools that are indispensable for the full implementation of integrated global management, and for which no dedicated funds have been allocated under Part 1, Section 2, General Assembly and Economic and Social Council Affairs and conference management, of the budget, the following may be noted:

(a) Project 1 (data warehouse), coordinated by United Nations Headquarters, is being pursued energetically. Issues have arisen regarding the quality and comparability of the quantitative data produced by the duty stations. The Department's Monitoring, Evaluation, Risk Management and Statistical Verification Unit, established in 2008, is undertaking an in-depth analysis of this issue with a view to ensuring that all data introduced into the data warehouse is completely accurate and comparable;

(b) Project 2 (meetings planning and management), led by the United Nations Office at Vienna, has advanced considerably. The project is already largely operational in Vienna and is on track to be launched at all duty stations before the end of 2009;

(c) Project 3 (document planning and management), coordinated by the United Nations Office at Geneva, has encountered challenges owing to the disparity of the working methods and current systems used in the various duty stations, including their historical development and evolution, differences in predictability of workload and uncertainty as to the nature of the overall information technology architecture and the platform to be adopted throughout the United Nations. As a result, a prototype developed to test the new application failed to secure the endorsement of all the end-users. Following this development, the Department's Information Technology Governance Board sought advice from the Chief Information Technology Officer, resulting in an agreed recommendation to re-engineer the next iteration of project 3 on the basis of a thoroughly reorganized documents management workflow currently being developed by the Meetings and Publishing Division and on the adoption by the Department of the Documentum information technology platform, consistent with the Office of Information and Communications Technology decision for the United Nations as a whole. These developments have slowed the progress of project 3, which will thus require further redesigning and implementation in 2010.

B. Performance measurement

11. In section V, paragraph 14, of its resolution 62/225, the General Assembly noted the performance measurement matrix proposed by the Secretary-General in response to the request to develop a comprehensive methodology for performance measurement and management from a full-system perspective, and looked forward to receiving the indicators for all duty stations beginning in 2008.

12. The performance matrix for 2008, which provides indicators for human resources, finance, meetings management and timeliness of documentation, as well as productivity measures for the language services, is contained in annex I to the present report.

III. Evaluation by Member States of the quality of conference services

13. The survey on conference services, which was first introduced in 2004, was circulated to representatives of Member States during the sixty-third session of the General Assembly. The survey, which was distributed in meetings of the Plenary and the Main Committees, collected data on the performance indicators identified in the biennial programme plan for the period 2008-2009. The questionnaire, which was also available at http://emeets.un.org, was issued in all six official languages of the United Nations. Work is currently under way to standardize the survey for all duty stations and to enhance its sampling methodology, both of which are expected to capture feedback from Member States and compare responses across duty stations.

14. The survey response rate in 2008 was 27 per cent. The survey consisted of eight questions related to the quality of services provided by the Department. It also sought to elicit feedback on improving the quality of the services. Services were rated excellent or good by 86 per cent of respondents, fair by 12 per cent and poor or very poor by less than 3 per cent of respondents.

15. The Department held two rounds of informational meetings (one per language) at Headquarters with Member States on the quality of language services in 2008, from 2 to 10 June and from 3 to 7 October. The Division of Conference Services at the United Nations Office at Nairobi consults regularly with the Committee of Permanent Representatives of Member States in Nairobi and heads of United Nations agencies, funds and programmes in or operating from Nairobi to gauge their impression of the quality of services received. The Conference Management Service at the United Nations Office at Vienna held two informational meetings (covering all the language services) in 2008, on 8 May and 2 December. A summary of the meetings can be consulted in the files of the Secretariat. Similar meetings were held at the other duty stations.

IV. Meetings management

A. Calendar of conferences and meetings

1. Requests to meet during the regular session of the General Assembly (exceptions to section I, paragraph 7, of General Assembly resolution 40/243)

16. In section I, paragraph 7, of its resolution 40/243, the General Assembly decided that no subsidiary organ of the Assembly might meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

17. Every year, a number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the General Assembly.

18. Annex II to the present report contains the requests received to date to meet in New York during the sixty-fourth session of the Assembly (section A) and relevant statistical information on meetings of subsidiary organs during the sixty-third session of the Assembly (section B). The Committee will be informed of any additional requests that may be received subsequently.

2. Draft biennial calendar of conferences and meetings for 2010 and 2011

19. The draft biennial calendar of conferences and meetings for 2010 and 2011 will be issued as a conference room paper. Following its review by the Committee on Conferences, it will be presented in the annex to the report of the Committee to the General Assembly.

20. **The General Assembly may wish to note that meetings in respect of which programme budget implications could not be assessed at the time of adoption of the legislative mandates owing to lack of information are identified in the draft biennial calendar of conferences and meetings for 2010-2011. The Secretariat will report to the General Assembly in accordance with rule 153 of its Rules of Procedure when the modalities of those meetings have been determined.**

B. Improved utilization of conference-servicing resources and facilities

1. Analysis of meeting statistics of United Nations organs

21. The statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2008 are contained in annex III. The annex also shows issuance compliance and availability indices for assessing the timely issuance of pre-session documentation and the week-by-week availability of such documentation.

Utilization factor

22. As shown in table 1 below, the overall utilization factor for 2008 was 85 per cent, an improvement of 2 percentage points over 2007.

23. The overall utilization factor is calculated by adding up the data in the six columns for all bodies in the four duty stations and treating them as if they reflected a single body.

Table 1
Utilization factor by number of meetings of bodies in the core sample by duty station

	Number of meetings							*Utilization factor (percentage)*			
Duty station	*A (programmed)*	*B (added)*	*C (cancelled)*	*D (held)*	*E (reassigned)*	*	*F (minutes lost)*	*2006*	*2007*	*2008*	**
New York	1 241	81	158	1 164	107	55	31 239	81	79	83	79
Geneva	574	13	30	557	16	n/a	10 155	87	87	88	n/a
Vienna	165	8	4	169	—	n/a	3 180	85	90	87	n/a
Nairobi	21	1	—	22	n/a	n/a	n/a	100	96	100	n/a
Total	**2 001**	**103**	**192**	**1 912**	**123**	**55**	**44 574**	**83**	**83**	**85**	**82**

* Related reassignments.
** Utilization factor, counting only related reassignments.

24. A detailed breakdown by body of the utilization statistics shown above is contained in annex III. The categories for determining utilization in 2008 are the same as used previously. Credit for reassignment(s) in column E was given regardless of whether the body to which the services were reassigned was related to the originally scheduled body or not. Column (*) shows only reassignments to a related body and column (**) indicates the utilization factor that would result if only related reassignments were counted. The time utilized for informal meetings or consultations held before the start, after the adjournment or instead of the officially scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not recorded as lost time.

25. For purposes of comparison by year, table 2 below reflects the utilization factor for all bodies in the sample at all four duty stations for the period from 2006 to 2008.

Table 2
Utilization factor by number of sessions of bodies in the core sample

	Number of sessions		
Utilization factor (percentage)	*2006*	*2007*	*2008*
0-19	—	—	1
20-29	—	—	—
30-39	—	—	—
40-49	1	2	1
50-59	1	1	1
60-69	6	5	6
70-79	15	15	9
80-100	45	45	52
Total	**68**	**68**	**70**

26. Thus, 74 per cent of the sessions of the bodies in the sample had a utilization factor of 80 per cent or higher in 2008, an increase of 8 percentage points over 2007 and 2006 figures, when only 66 per cent of the bodies in the sample were reported to have a utilization factor of 80 per cent or higher.

Meeting ratio

27. The term "meeting ratio" is defined as meetings held as a percentage of meetings available to a given body. Table 3 below provides a breakdown of the meeting ratio for the bodies represented in the sample in the period 2006 to 2008 for all duty stations.

Table 3
Meeting ratio by number of sessions of bodies in the core sample

	Number of sessions		
Meeting ratio (percentage)	*2006*	*2007*	*2008*
10-29	—	—	1
30-39	—	—	—
40-49	—	—	1
50-59	—	1	1
60-69	4	2	1
70-79	3	3	1
80-89	8	10	6
90-100 plus	53	52	59
Total	**68**	**68**	**70**

28. Thus, in 2008 93 per cent of the sessions of the bodies in the sample had a meeting ratio of 80 per cent of above, as compared with 91 per cent in 2007 and 90 per cent in 2006.

Planning accuracy factor

29. The term "planning accuracy factor" is defined as meetings planned, less additional meetings, less cancellations, all as a percentage of meetings planned. Table 4 provides a breakdown of the planning accuracy factor of the bodies in the sample for the period 2006 to 2008 for all duty stations.

Table 4
Planning accuracy factor by number of sessions of bodies in the core sample

Planning accuracy factor (percentage)	*Number of sessions*		
	2006	*2007*	*2008*
0-39	2	2	4
40-49	—	2	—
50-59	—	1	—
60-69	6	6	1
70-79	3	5	2
80-89	12	11	14
90-100	45	41	49
Total	**68**	**68**	**70**

30. Thus, in 2008 90 per cent of the sessions of the bodies had a planning accuracy factor of 80 per cent or higher, which is 14 percentage points higher than reported in 2007 and 6 percentage points higher than in 2006.

31. At 85 per cent in 2008, the overall utilization factor for all four duty stations improved by 2 percentage points as compared with 83 per cent reported in 2007 and 2006. Furthermore, in New York the utilization factor was 83 per cent in 2008, 4 percentage points higher than in 2007 (79 per cent) and 2 percentage points higher than in 2006 (81 per cent). Planning accuracy also improved in 2008. Both improvements can be attributed to proactive management by conference planners and more accurate advance planning and coordination by intergovernmental bodies of their servicing requirements.

2. Consultations with and letters to chairs of bodies concerning the utilization of the conference services allocated to them

32. In order to identify measures to improve the utilization of services, in accordance with section II.A, paragraph 3, of General Assembly resolution 63/248, the Chair of the Committee on Conferences, assisted by the secretariat of the Committee and with the participation of the technical secretariats, consulted chairs of bodies that consistently utilize their conference-servicing resources below the established benchmark figure.

3. Provision of interpretation services to meetings of bodies entitled to meet "as required"

33. Bodies entitled to meet "as required" are those listed in the calendar of conferences and meetings that are entitled to meet on an ad hoc basis in addition to their sessions with fixed dates for which budgetary provision was made. Statistics on the provision of services to such bodies in 2008 are included in annex IV to the present report.

34. In section II.A, paragraph 5, of its resolution 63/248, the General Assembly noted that the percentage of meetings held by the bodies entitled to meet "as required" that were provided with interpretation services was 88 per cent in 2007

and requested the Secretary-General to continue to report on this matter through the Committee on Conferences.

35. The Secretary-General has reported previously (see A/63/119 and Corr.1 and A/62/161 and Corr.1 and 2) that, starting on 1 January 2007, the Department had put in place a reserve of three meetings a week to accommodate meetings of the bodies entitled to meet "as required". In 2008, 90 per cent of requests by such bodies for meetings with interpretation were accommodated (348 meetings out of 386 requests), an increase of 2 percentage points over 2007, when 411 meetings were accommodated out of 467 requested (88 per cent). This trend continued during the period 1 January to 31 May 2009, during which 93 per cent of "as required" meetings (162 out of 173 requests) were provided with interpretation. In comparison, during the same period in 2008 interpretation was provided for 82 per cent of "as required" meetings (188 out of 230 meetings requested).

36. Although the percentage for the provision of services for "as required" meetings improved in 2008 over 2007 and continued to improve during the first months of 2009, the number of requests for such meetings decreased. The improvement in 2008 over 2007 was limited to 2 per cent mainly because of the increase in meetings of the General Assembly and its working groups and of the Security Council, both formal and informal, in 2008 as compared with 2007, which had priority for servicing.

4. Provision of interpretation services to meetings of regional and other major groupings of Member States

37. In section II.A of its resolution 63/248, the General Assembly recognized the importance of meetings of regional and other major groupings of Member States for the smooth functioning of the sessions of intergovernmental bodies, and requested the Secretary-General to ensure that, as far as possible, all requests for conference services for such groups were met. The Assembly acknowledged with appreciation the improvement in the percentage of meetings held by regional and other major groupings of Member States that were provided with interpretation services in the four main duty stations, which increased to 84 per cent in 2007 from 76 per cent in 2006, and requested the Secretary-General to continue to employ innovative means to address the difficulties experienced by Member States owing to the lack of conference services for some meetings of regional and other major groupings of Member States.

38. The statistical data in annex V is broken down by regional and other major groupings at the four main duty stations for 2008 and is summarized in table 5 below.

Table 5
Provision of conference services for meetings of regional and other major groupings

	Meetings with interpretation services				*Meetings without interpretation services*		
Grouping	*Requested*	*Provided*	*Not provided*	*Percentage provided*	*Requested*	*Provided*	*Percentage provided*
New York	188	156	32	83	1 005	1 005	100
Geneva	111	74	31	67	1 062	814	77
Vienna	—	—	—	n/a	385	385	100
Nairobi	—	—	—	n/a	119	119	100
Total	**299**	**230**	**63**	**77**	**2 571**	**2 323**	**90**

39. In 2008, in all the four duty stations, 77 per cent of requests for meetings with interpretation from regional and other major groupings of Member States were accommodated as compared with 84 per cent in 2007, a decrease of 7 percentage points.

40. In 2008 in New York, 156 of the 188 requests from regional and other major groupings for meetings with interpretation were met, or 83 per cent. This constitutes a decrease of 4 percentage points over 2007, when 87 per cent of requests were provided with interpretation (191 out of 219 requests) but nevertheless an increase as compared with 2006, when 79 per cent of requests were met. During the period 1 January to 31 May 2009, 56 out of 65 meetings for which interpretation was requested were provided with services, or 86 per cent as compared with 90 per cent (70 out of 78 meetings) during the same period in 2008.

41. It is also worth noting that over the past three years demand for interpretation services for meetings of regional and other major groupings has decreased, with interpretation services being requested mainly for participation at the ambassadorial level. There were 1,005 requests for meeting facilities without interpretation in New York in 2008, a significant increase compared with 881 requests in 2007. All requests for facilities were accommodated.

42. **In 2008, the strategic reserve continued to have a positive effect on the provision of services to the meetings of bodies entitled to meet "as required". Therefore, the Department will continue this practice.**

5. Improved utilization of conference facilities at the United Nations Office at Nairobi

43. In section II.A, paragraph 9, of its resolution 63/248, the General Assembly noted with satisfaction that, in accordance with several Assembly resolutions, including resolution 61/236, in conformity with the headquarters rule, all meetings of Nairobi-based United Nations bodies were held in Nairobi in 2007, and requested the Secretary-General to report thereon to the Assembly at its sixty-fourth session.

44. It is noted with satisfaction that, also in 2008, all Nairobi-based bodies adhered to the rule as outlined in section II.A, paragraph 9 of General Assembly resolution 57/283 B.

6. Conference centre at the Economic Commission for Africa

45. In section II.A, paragraph 11, of its resolution 63/248, the General Assembly requested the Secretary-General to continue to explore means to increase the utilization of the conference centre of the Economic Commission for Africa, bearing in mind the headquarters minimum operating security standards.

46. In 2008, the conference centre hosted and serviced 6,838 meetings, which represents a utilization rate of 76 per cent, as compared with 70 per cent in 2007 and 60 per cent in 2006. The increase in the utilization rate is to a large extent due to the continued promotional efforts undertaken by the management of the centre, which included marketing the centre to internationally recognized meeting organizers.

47. The centre's marketing activities included participation in high profile international conventions and exhibitions, such as the Worldwide Exhibition for Incentive Travel, Meetings and Events (IMEX 2008) at Frankfurt, Germany, and the International Congress and Convention Association (ICCA 2008) at Victoria, Canada. The centre now features in the annual publications and websites of these two global and well-known organizations in the conference and exhibitions market, as well as in "Meet in Africa", the member contact directory of the ICCA Africa Chapter. In addition to advertising in the Ethiopian Airlines in-flight magazine, the centre's website is regularly updated and some practical promotional tools such as brochures and handouts continue to be routinely distributed.

48. Among the new actions being undertaken to ensure sustainability of the occupancy rate achieved in 2008, the centre has initiated the process of contracting specialized assistance in business development, in order to put into operation the marketing strategy and action plan designed by a marketing consultant in 2008, which, if gradually and fully implemented, should help the centre to stand up against competition in the local and regional markets.

49. Over the past few years, the centre has faced new challenges as the local conference industry has been getting more and more competitive, with the construction of a number of four- and five-star hotels with built-in conference facilities, including the Intercontinental, Jupiter, Accor, Novotel and Ibis hotels. In the African Union Commission headquarters, construction work started in November 2008 to build a conference centre complex with plenary halls and meeting rooms of various sizes (capacity 2,000-3,000), coupled with a four-star hotel and 500 offices.

50. With the completion of that major project, and many others in the future, the conference centre will not only lose the African Union Commission as a regular and significant client, but it is also anticipated that the new centre will offer its facilities to most Government institutions and professional associations, which are among the centre's current clientele. In addition to this local threat, the existence in the same geographical area of large and well-equipped conference venues for meetings of African States in some tourist-friendly cities like Nairobi and Arusha, United Republic of Tanzania, are real sources of competition.

51. Due to the above developments, the increase in the centre's utilization rate may not be realistically sustainable in the next few years.

7. Voting during meetings of the Main Committees

52. In order to ensure prompt and effective communication between the Secretariat and the members of the General Committee, as requested in paragraphs 14 and 15 of section II.A of General Assembly resolution 63/248, the official documents of the Assembly concerning countries that have made the payments necessary to reduce their arrears below the amount specified in Article 19 of the Charter of the United Nations, shall continue to be issued in a timely manner. Members of the General Committee will also be informed in advance about scheduled plenary meetings of the Assembly to take action on draft resolutions under the agenda item entitled "Scale of assessments for the apportionment of the expenses of the United Nations" concerning Article 19 of the Charter, in order to avoid in the future the recurrence of any voting incident during meetings of the Main Committees.

C. Impact on meetings held at Headquarters during the implementation of the capital master plan, accelerated strategy IV

53. In section II.B, paragraph 3, of its resolution 63/248, the General Assembly requested the Committee on Conferences to keep under constant review the impact of the capital master plan on meetings held at Headquarters during its implementation, and requested the Secretary-General to report regularly to the Committee on matters pertaining to the calendar of conferences and meetings of the United Nations during the construction period.

54. The attention of the Committee was drawn last year to the significant advantages associated with the accelerated strategy IV, which superseded strategy IV (phased approach) (see paras. 60 and 61 of A/63/119 and Corr.1) and will shorten the renovation time by reducing the total number of phases required for the renovation of the Secretariat and conference buildings. It will compress the total period for the renovation of the Headquarters complex from seven to five years, thus reducing the disruption to the operations of the Organization by two years. The Conference and General Assembly Buildings will be renovated in two phases as opposed to the three phases previously proposed. The renovation of the Conference Building is scheduled to take place from late 2009 to late 2011. Upon completion of that renovation, the Temporary North Lawn Building will be rearranged to provide a venue for the meetings that normally take place in the General Assembly Building. The renovation of the General Assembly Building will start in late 2011 and is expected to end in late 2013.

55. As the Secretary-General stated in his report on the impact of the capital master plan (see A/61/300, para. 15), the Secretariat anticipates that there will be sufficient conference facilities to accommodate the core activities of intergovernmental organs and bodies that normally meet at Headquarters in accordance with the calendar of conferences and meetings. There will be one less large conference room and one less medium-sized conference room than in the existing Conference Building, the impact of which will be minimized by making more use of the General Assembly Hall as a regular large conference room. The revised design will produce more support and office space than under the previous design, so additional caucus rooms will be available to Member States during sessions of calendar bodies. However, during the renovation period conference facilities to accommodate activities in excess of the core meetings of the Charter

organs and their subsidiary bodies, such as parallel meetings, side events and meetings of regional groups, will be limited, especially during the renovation of the Conference Building in the first phase. A detailed breakdown of the anticipated availability of conference rooms in the preparatory period (July-October 2009) and interim period (November 2009-February/March 2010), as well as during phase one (March 2010-December 2011) and phase two (January 2012-December 2013) is contained in annex VI to the present report.

56. A total of 750 staff were moved to the Albano Building in three stages in July 2009. The experience and lessons learned from the early moves will be shared with staff scheduled to move in the later months of the year.

57. One of the challenges the Department will face is the fact that staff servicing meetings in the conference rooms will be relocated to 300 East 42nd Street. As only a minimum level of staffing can be maintained in the Temporary North Lawn Building due to space restrictions, the majority of staff will have to travel constantly from their off-site locations to the Conference Building and back.

58. The operational plans entailed the deployment of state-of-the-art, environmentally friendly computer systems for all language services relocating to the Albano Building. Furthermore, throughout and following the actual relocation of staff into the new locations, the Help Desk and Stock and Inventory Group of the Information and Communications Technology Section of the Department will be providing a full range of technical support, including creating and maintaining all network and Lotus Notes accounts, installing network devices and configuring computers with standard and specialized software, providing support for videoconferences and other presentations and providing stock and inventory services. The Help Desk and Stock and Inventory Group are located in the Albano Building, and the Information and Communications Technology Section will continually co-locate and rotate technicians to the Secretariat and to other offsite locations to respond to troubleshooting requests from staff in the various locations and to provide increased and extended services during the current and forthcoming General Assembly sessions. The ability of the Help Desk and Stock and Inventory Group to provide the required services will undoubtedly be tested, in particular during severe weather conditions, given that neither storage space to facilitate prompt access to stock items nor office space to accommodate rotational support staff was made available at any of the new locations. Additional resources could help with these situations, but will not entirely address the difficulties encountered by the Department in providing the required uninterrupted information technology support. Meanwhile, the digitization group will continue with the scanning and archiving of all documents in the Department in preparation for implementation and deployment of an enterprise content management system in the Secretariat.

59. **The General Assembly may wish to emphasize the importance of adequate resources for all temporary arrangements, including move support, information technology and space as well as design features and appropriate amenities, so that staff of the Department can continue to provide services without interruption during the capital master plan process.**

V. Documents management

60. The Department worked closely with committee secretaries to synchronize the programmes of work of intergovernmental bodies with the availability of documents. Such exchanges were conducted across the board and on an almost daily basis, which helped to ensure that documents are issued well before their consideration to enable the smooth functioning of the intergovernmental process, that changes in the programmes of work translate into revised submission dates of documents and adjustments of processing schedules in a timely manner, and that any unforeseen circumstances that affect the timely issuance of documents will be duly reflected in the programmes of work. In the report of the Secretary-General on action taken to improve the timely submission of documents to the Fifth Committee (A/63/735), interaction between the Department and the secretariats of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions is described.

61. The overall compliance with submission guidelines for pre-session documentation as at 30 June 2009 in accordance with the mandated time frame rose to 71 per cent, higher than in 2007 (61 per cent) and on a par with 2008 (71 per cent). At the same time, the overall issuance compliance in accordance with the mandated time frames increased to 73 per cent, up from 66 per cent in 2007 and 72 per cent of 2008.

62. This increase in the issuance rate was achieved despite challenges posed by the need for rush processing of high priority ad hoc documents, which were often not slotted or were submitted late and usually were quite lengthy. Even though the Department is allowed four weeks to process a document that is within the page limit and submitted 10 weeks before a given session or meeting, it managed to compress document-processing time when called upon to do so to accommodate urgent or inordinately lengthy documents.

63. One issue of particular concern to Member States is documentation for the second resumed session of the Fifth Committee. Details were provided in the report of the Secretary-General (A/63/735) on the actions taken by the Secretariat through the interdepartmental task force, the preliminary results achieved, a summary of the lessons learned and recommendations for next steps. While a comprehensive update is contained in annex VII of the present report, a three-year overview (2007-2009) of the status of submission and issuance of documentation as at the beginning of the session is as follows:

	2009 (11 May)	*2008 (5 May)*	*2007 (7 May)*
Total number of Secretariat documents slotted for submission to the second resumed session of the Fifth Committee	53	48	56
Documents issued six weeks or more before the beginning of the session	43	17	28
Documents issued less than six weeks before the beginning of the session	10	31	28
Advisory Committee on Administrative and Budgetary Questions reports submitted to the session	21	27	28

	2009 (11 May)	2008 (5 May)	2007 (7 May)
Advisory Committee on Administrative and Budgetary Questions reports submitted before the beginning of the second resumed session	8	9	17
Advisory Committee on Administrative and Budgetary Questions reports issued before the beginning of the second resumed session	7	8	14

64. It is obvious that significant progress had been made as far as the Secretariat documents are concerned, in that a much larger number and percentage of documents were issued within the mandated time frame than in previous years. As indicated in the report of the Secretary-General (A/63/735), the interdepartmental task force set up specifically for this purpose has proven to be effective by bringing all of the author and processing entities together for face-to-face meetings, and by achieving a high degree of transparency and accountability in making commitments and following up.

65. Further improvement is contingent upon more timely submission of documents, adequate intervals between the adoption of new mandates by intergovernmental bodies and the time of consideration of the relevant documents, and the length of budgetary and performance reports, since such reports have been exempt from waivers. The latter reports have often proven to be very disruptive to documentation processing, particularly given the urgency required for their processing, thereby affecting the timely issuance of other documents already in the pipeline. Due to the limited interval between scheduled meetings of the Advisory Committee on Administrative and Budgetary Questions and those of the Fifth Committee, the reports from the former to the latter have not shown the same level of achievement in timely submission and issuance as the Secretariat reports.

66. The Department issued its first-ever overall documents management report covering all four duty stations, which was circulated by the Secretary-General to all heads of department. Given that timeliness of document submission is also part of the compact signed by each head of department with the Secretary-General, it is hoped that this combined action will contribute to increasing the commitment of individual departments to timely submission of documents and will ultimately lead to better performance in this respect.

67. The continuing development of the activities of the Human Rights Council brought specific challenges. The statement of the President of the Council (PRST/9/2 of 24 September 2008) to establish word or page limits for documents of the Universal Periodic Review Working Group created some confusion due to the unexpected additional conference management resources which an expanded word limit would require.

68. In its decision 11/117 of 18 June 2009, the Human Rights Council decided that all the reports adopted by the Working Group on the Universal Periodic Review at its fourth and fifth sessions were to be issued as official documents in all official languages and recalled that the Working Group was entrusted with the authority to decide on the adoption of reports that exceptionally exceeded the word limits.

69. On 24 June 2009, the Office of Legal Affairs was requested to provide a legal opinion on this matter. It concluded that the rules of the General Assembly, including those relating to the length of documents, were applicable to the Human Rights Council and that indeed the Council as a subsidiary organ itself did not have the authority to adopt a decision containing such wording.[1]

70. This issue was compounded when 13 outcome documents of the Council's universal periodic review process were delivered to the Division of Conference Management for processing long after the slotting deadline and far beyond the allowable length. After consulting with the Division of Conference Management at Geneva, which confirmed that it could not process those documents on time, given that it was processing documents for other Geneva-based intergovernmental bodies, the Under-Secretary-General for General Assembly and Conference Management declined the waiver request. The documents were thus discussed and adopted by the Council on the basis of the full English language text and the recommendations were translated into all official languages of the United Nations at the request of the President of the Human Rights Council and OHCHR. It is fully understood that this situation is highly unsatisfactory for the Member States, the substantive secretariat and the Division of Conference Management at the United Nations Office at Geneva. The Under-Secretary-General for General Assembly and Conference Management met in Geneva in July 2009 with the President of the Human Rights Council and its Bureau and with the Deputy High Commissioner for Human Rights. The Under-Secretary-General referred the Bureau members to the General Assembly resolutions on the 10-week rule for submission of documents and to the word limit reiterated by the Assembly in several resolutions. He also explained that it was not a question of financial resources, although the withdrawal of the statement of financial implications when the Third Committee had considered the statement by the President of the Council (PRST/9/2) in October 2008 had a direct impact, but rather a matter of inability to recruit freelance translators at short notice as each of them draws up her or his programme for the whole year at the beginning of each year. The Bureau members were very understanding and promised to see to it that documents would be submitted on time and would observe word limits. The Under-Secretary-General, on 8 July, after meeting with the Council Bureau members, wrote to the President of the Human Rights Council (see annex VIII).

71. **When this issue is before the Third Committee for its review and approval later in 2009, the Secretariat will read out the legal opinion mentioned above. Members of the General Assembly may wish to ensure that the provisions of the statement by the President of the Human Rights Council are brought into line with the relevant General Assembly resolutions governing word length and timely submission, and that they trigger the necessary statement of programme budget implications to ensure that commensurate resources are made available to meet fully the additional conference servicing requirements for the universal periodic review sessions of the Human Rights Council.**

[1] Text of legal opinion available on request.

VI. Matters related to translation and interpretation

A. Demographic transition in the language services

72. The Department projects its need for competitive examinations on the basis of known upcoming retirements, a factor for unexpected staff movements and the status of existing rosters from previous examinations, for all four duty stations. It then agrees, together with its partners in the Examinations and Tests Section of the Office of Human Resources Management, an annual plan for the coming year. The number of examinations that can be held is dictated primarily by the capacity of the Section, which also has responsibilities for the national competitive examinations and the language proficiency examinations. The Section can handle approximately 10 language examinations per year with current resources. Given the high vacancy rate in language services and the severe depletion of the rosters, which in some languages are fully exhausted, there may be a need to increase the capacity of the Section on a temporary basis in order to ensure that the examination needs of the Department are met.

73. For 2009, through careful planning and coordination, an unprecedented 13 language examinations have been scheduled. Where possible, multiple examinations in the same language for different professions are being held concurrently to maximize the use of scarce resources.

74. The outreach programme of the Department has matured from its beginnings subsequent to General Assembly resolution 62/225. The programme has two major elements: (a) the universities outreach programme, aimed at improving external training opportunities for existing staff and raising public awareness of the language career opportunities and specific requirements of work in the United Nations language services, with the goal of enlarging the global pool of qualified conference interpreters and translators; and (b) an enhanced training programme for serving language staff and internships for staff who narrowly miss passing the examinations, aimed at addressing specific skill gaps and facilitating a smooth transmission of expertise from the retiring veterans to new recruits, implemented through external and internal training modules designed to meet the specific requirements of the United Nations language services. It is anticipated that all duty stations will benefit from these initiatives.

75. Given the continuing high number of retirements anticipated in the coming years, the issue of raising, or waiving, the mandatory age of separation for language staff is worthy of consideration. Also being envisaged is the revamping of the language examination format and methods to take advantage of new technologies and modalities. An expert panel could be set up to evaluate the additional resources and investment required to implement such ideas and the cost and time savings this may bring about.

B. Contractual translation and quality control

76. In section V, paragraph 13, of its resolution 62/225, the General Assembly requested the Secretary-General to provide at all duty stations adequate staff at the appropriate grade level, with a view to ensuring appropriate quality control for external translation. In its resolution 63/248, the Assembly requested the Secretary-

General to report to the Assembly at its sixty-fourth session on the experience, lessons learned and best practices in performing quality control of contractual translations, including on requirements relating to the number and appropriate level of the staff needed to carry out this function.

77. As reported previously, although prompt action was taken by the services to advertise the new posts, high vacancy rates in the translation services were compounded by the fact that promotions of internal candidates to the P-5 posts gave rise to cascading vacancies at the lower levels. As anticipated, the impact of the creation of the seven new posts at Headquarters is only now being fully felt.

78. The function of quality control and revision falls within the purview of senior revisers. Answering the call of the General Assembly, the Secretary-General is proposing to reclassify five P-4 translator posts to P-5 senior revisers at the United Nations Office at Vienna. This is a cost-neutral, potentially even cost-saving proposal, as the increase in the staff costs will be offset by the savings arising from a higher number of pages translated contractually rather than in-house. The senior revisers will be responsible for revision and quality control, managing terminology tools and training external translators, among other tasks. The establishment of senior reviser capacity will support the major programmatic goal of the Office of increased outsourcing and will ensure that the grades of the posts are properly aligned with the level of the skills required and the high quality of the work performed. Already in the current biennium, the Office has started to implement the new method of quality control by using temporary, stop-gap measures similar to those in place elsewhere in the Department on a more durable scale, such as recruitment of senior revisers, using retirees or assigning P-4 level staff to perform quality control.

79. Much experience was gained with other new methods, such as using the text processing units to proofread externally translated material at the United Nations Office at Vienna by using an internal checklist to verify the fidelity of the translation. The new method has proved its added value and deserves to be pursued further.

80. The Department has continued its work towards common roster management, particularly insofar as contractual translation is concerned. Unified criteria for inclusion, evaluation and removal of translators and text-processors into or from the common roster were agreed upon at the coordination meeting of conference managers held in June 2009 and the standardized electronic template for quality control evaluations is in use.

C. Impact of freelance recruitment on the quality of interpretation at all duty stations

1. United Nations Headquarters

81. The increasing number of meetings in New York Headquarters has been accompanied by a corresponding increase in the number of freelance interpreters hired by the Interpretation Service. The number of interpreters available on the local and international markets is both limited and shrinking. The uncompetitive rate of remuneration for freelance interpreters in North America makes it increasingly hard to achieve the goal of expanding the pool of local freelancers. The competition among international organizations and among duty stations is fierce and at times can

lead to the recruitment of interpreters of less than optimal quality solely to meet demand.

82. In general, the Interpretation Service tries to make the quality and skill level of freelance interpreters the overriding consideration in their recruitment. To this end, the Service does its own evaluation of the performance of freelance interpreters. They are divided into four categories in a descending level of quality. Preference is given to the interpreters in accordance with the category they are in. However, since the number is limited and the competition is strong, it happens at times that the interpreters in the first category have other engagements at the time they are needed, which then forces the Interpretation Service to resort to the lower categories. The consideration of economy and cost-effectiveness make it necessary for the Service to recruit local freelance interpreters and explore the possibility of workload sharing with other duty stations before considering the freelance interpreters available on the international market. However, the lack of local French interpreters with passive Russian has made resorting to international recruitment of such interpreters unavoidable.

2. United Nations Office at Geneva

83. Although most freelance interpreters can perform up to the standard, quality issues do rise from time to time in Geneva. As many international organizations based in Geneva plan and recruit freelance interpreters one year ahead of their annual general conferences, they can pick and choose the best talent in the market. Some of those organizations also maintain a disclaimer on their website regarding interpretation output to protect the interpreters. Under these circumstances, there is no way for the United Nations Office at Geneva Interpretation Service to compete with the other organizations. Conversely, with a wide variety of potential employers, freelance interpreters are in a position to be selective in their assignments.

84. Due to the high meeting cancellation rate at the United Nations Office at Geneva, the Interpretation Service recruits freelancers as close to the meeting start date as possible in an effort to manage resources efficiently. Emergency sessions of the Human Rights Council also cause incidences of sudden, desperate searches for freelance interpreters. The high demand for English and French interpreters with Russian in meetings of entities such as the Economic Commission for Europe makes it impossible to strictly enforce performance standards.

3. United Nations Office at Vienna

85. The United Nations Office at Vienna has benefited from the good services of freelance interpreters, most of whom are high quality professionals and members of the International Association of Conference Interpreters. The Office is engaged in outreach to universities and language institutions and, as a result, expects that the pool of freelance staff will increase in the mid- to long-term.

4. United Nations Office at Nairobi

86. The United Nations Office at Nairobi continues to use a high proportion of freelance interpreters given the small size of the team and the high vacancy rates prevalent in Nairobi. It should be noted, however, that since the beginning of 2009 two permanent interpreters have joined the team and four others are about to do so during the second half of 2009. To ensure a high level of quality, the Office relies on

interpreters affiliated with the International Association of Conference Interpreters and others with whom the Office has developed a satisfactory working relationship. The Office consistently tries to recruit interpreters that are already experienced with the subject matter of the meetings, creating an experienced pool of freelance interpreters, especially for meetings of a highly technical nature. The Office has also instituted an examination for freelance interpreters, so that it can guarantee a minimum level of quality. The Office has maximized the use of loans between duty stations, leading to a large number of interpreters being loaned, mainly from the United Nations Office at Geneva, the Economic and Social Commission for Asia and the Pacific and the United Nations Office at Vienna, among others, to cover meetings in Nairobi. In all, the United Nations Office at Nairobi makes every effort to ensure that the impact on quality from use of freelance interpreters is minimal, or even positive.

D. Current and future vacancies at the United Nations Office at Nairobi

87. The United Nations Office at Nairobi continues to consider all possibilities to fill vacant posts, utilizing the roster, lateral transfers and Galaxy to the fullest extent. In the future, the Division of Conference Services in Nairobi would like to classify some interpreter and translator posts in Nairobi at a higher level as part of the outcome of the equal grade for equal work study, in order to attract additional language staff to Nairobi and ensure that current staff show a greater willingness to stay. For now, the conversion of the remaining Professional level posts from extrabudgetary to regular budget funding has been proposed for the 2010-2011 budget.

88. The Office continues to provide on-the-job training for young translators and interpreters who have not yet passed the United Nations exam (on 11-month contracts) to further mitigate the high vacancy rates. The management of the Division of Conference Services in Nairobi is actively contacting language staff around the world to gauge their interest in coming to Nairobi. This proactive approach has yielded some results. In addition, the Office is developing a marketing strategy to promote the duty station as a whole.

89. In order to seek a long-term solution to the high vacancy rates in the language services in Nairobi, the services of a consultant were engaged to explore the possibilities of providing enhanced training programmes to potential professional translators and interpreters on the African continent. Following the recommendations contained in the consultant's report, the Department, together with the United Nations Office at Nairobi, organized and hosted a conference in Nairobi in February 2009, bringing together the main stakeholders: representatives of universities and international organizations, Government officials and members of the freelance sector. The outcome of the conference was a unanimous agreement on the way forward, offers of support for training by the European Union institutions present and a commitment by the African Development Bank to find appropriate funding for the project. A follow-up meeting, at which the African Development Bank reported on progress in allocating resources, was held in Tunis in July. Meanwhile, a core group of African universities is currently working together to come up with a common approach to establishing the masters degree programmes in

their respective universities, with Nairobi University piloting the programme in September 2009.

VII. Concluding observations

90. **In the cover note forwarding his annual report on document management for 2008, the Secretary-General stressed to all heads of department that Member States continue to be concerned about the high level of late submission of documentation, which, in turn, has a negative impact on the functioning of intergovernmental bodies. The Secretary-General also reminded the heads of department that all departments were accountable for achieving at least 90 per cent in the submission of documents before the slotted deadlines. The General Assembly may wish to request authors of documents not originating in the Secretariat to comply with timely submission and word limit requirements.**

91. **In the period under review, the proactive management of conferences has continued to improve thanks to the combined efforts undertaken in the fields of integrated global management, proactive document management and meetings planning and management. External factors beyond the Department's control continue to have a significant impact on the Department's operations: insufficient resources to speed the recruitment and development of a new generation of language staff, the implementation of the capital master plan and the continued unpredictability of intergovernmental processes requiring the provision of services. The Department is hopeful that positive developments under way, such as the progress in the integrated conference management system projects and the establishment of the Monitoring, Evaluation, Risk Management and Statistical Verification Unit, will contribute to further improvements in the United Nations conference management systems and processes in the years to come.**

Annex I

Performance matrix

1. Notional financial performance metrics for 2008

- Overall share of conference services in the total budget: 14.5 per cent
- Unit costs for outputs/service:

(a) One page of documentation in six languages:

(i) Pre/post session:

New York: $2,473, Geneva: $1,694, Vienna: $1,450, Nairobi: $1,443

(ii) In session:

New York: $2,331, Geneva: $1,511, Vienna: $1,450, Nairobi: $1,443

(b) One meeting with interpretation in six languages and support services:

New York: $12,035, Geneva: $12,308, Vienna: $14,389, Nairobi: $11,598

(c) One meeting with interpretation in six languages, support services and summary records in three languages (English, French, Spanish):

New York: $23,032, Geneva: $25,095, Vienna: $27,610, Nairobi: not applicable

(d) One meeting with interpretation in six languages, support services and summary records in six languages:

New York: $32,427, Geneva: $31,862, Vienna: $40,809, Nairobi: $31,409

(e) One meeting with interpretation in six languages, support services and verbatim records in six languages:

New York: $48,010, Geneva, Vienna and Nairobi: not applicable

2. Quality measures as at 31 December 2008

- Results of client satisfaction surveys (aimed at collecting data for the performance indicators identified in the strategic framework (percentage of those surveyed expressing satisfaction with specific services or outputs)).

The survey on conference services, which was first introduced in 2004, was circulated to representatives of Member States during the sixty-third session of the General Assembly. The survey, which was distributed in meetings of the Plenary and the Main Committees, collected data on the performance indicators identified in the biennial programme plan for the period 2008-2009. The questionnaire, which was also available at http://emeets.un.org, was issued in all six official languages of the United Nations.

The survey response rate in 2008 was 27 per cent. The survey consisted of eight questions, related to the quality of services provided by the Department for General Assembly and Conference Management. It also sought to elicit feedback on improving the quality of services. According to the survey results, Department services were rated excellent or good by 86 per cent of respondents, fair by 12 per cent and poor or very poor by less than 3 per cent of respondents. Suggestions

included improvement in the quality of interpretation, the timely issuance of documents and translation.

- The Department for General Assembly and Conference Management held two rounds of informational meetings at Headquarters with Member States on the quality of language services in 2008, from 2 to 10 June and from 3 to 7 October. A summary of the meetings can be consulted in the files of the Secretariat.

- Reports on feedback (inter alia complaints and commendations) received from Member States, author departments and other stakeholders.

The Department continues to maintain a database to collect ad hoc feedback on the quality of Department services. Feedback is received from all sources: telephone, e-mail, in person or by regular mail. The database, which collects feedback received from Member States, committee chairs, staff members and other clients, makes it possible to monitor the status of actions taken in response to complaints. According to the database, a total of 46 commendations and 17 complaints were received in 2008. The feedback database will make it possible to monitor the status of actions taken in response to complaints. All concerns raised in the 2008 survey have been properly addressed by the relevant units of the Department.

3. Timeliness indicators (documentation) as at 31 December 2008

- Percentage of pre-session documents submitted on time and within applicable word limits that are issued in accordance with mandated time frame:

  New York: 82 per cent, Geneva: 34 per cent, Vienna: 43 per cent, Nairobi: 100 per cent

- Percentage of pre-session documents issued less than one week before consideration:

  New York: 11 per cent, Geneva: 28 per cent, Vienna: 13 per cent, Nairobi: 18 per cent

- Percentage of all pre-session documents issued in accordance with mandated time frame:

  New York: 60 per cent, Geneva: 11 per cent, Vienna: 44 per cent, Nairobi: 64 per cent

4. Productivity measures as at 31 December 2008

- Translation productivity: translation output in words per staff member per work day:

  New York: 1,560, Geneva: 1,465, Vienna: 1,621, Nairobi: 1,716

- Editing productivity: number of words edited per staff member per work day:

  New York: 7,040,[a] Geneva: 4,196, Vienna: 3,434, Nairobi: 4,896

[a] Editing productivity: The difference relative to 2007 reflects a change in statistical methodology; actual workload and output have remained constant.

- Text-processing productivity: number of words processed per staff member per work day:

  New York: 7,957, Geneva: 4,288, Vienna: 5,033, Nairobi: 4,112

5. Meeting management indicators as at 31 December 2008

- Percentage of meetings of regional and other major groupings of Member States provided with interpretation services:

  New York: 83 per cent, Geneva: 74 per cent, Vienna: 0 per cent,[b] Nairobi: 100 per cent

- Balance between number of meetings planned and meetings held:

  Overall balance:

  New York: 90 per cent, Geneva: 90 per cent, Vienna: 103 per cent, Nairobi: 94 per cent

  With interpretation services:

  New York: 109 per cent, Geneva: 89 per cent, Vienna: 92 per cent, Nairobi: 91 per cent

  Without interpretation services:

  New York: 82 per cent, Geneva: 90 per cent, Vienna: 106 per cent, Nairobi: 95 per cent

6. Human resources measures

- Vacancy rates in key occupational groups:

	United Nations Headquarters		*United Nations Office at Geneva*		*United Nations Office at Vienna*		*United Nations Office at Nairobi*	
	Number of posts	*Percentage*	*Number of posts*	*Percentage*	*Number of posts*	*Percentage*	*Number of posts*	*Percentage*
Interpretation Services	9	7	3	3	6	23	9	45
Translation Services	26	8	9	5	6	16	7	30
Text Processing Units	8	4	0	0	2	7	2	9
Editorial Control/Official Records	4	4	1	2	1	20		
Verbatim Reporting Service	1	2	n/a		n/a		n/a	

[b] No interpretation was provided for regional group meetings owing to the specific situation in Vienna of having only one team of interpreters, but 100 per cent, or a total of 385 meetings, of regional groups were accommodated.

• Resignations, early retirements and transfers out of language functions for the Department as a whole:

	United Nations Headquarters	*United Nations Office at Geneva*	*United Nations Office at Vienna*	*United Nations Office at Nairobi*
Lateral transfers				
within duty station	2	13	4	3
outward from duty station	26	1		5
Promotions				
within duty station	1	10		
outward from duty station	—	3		2
Transfers to United Nations common system				
outward	3	1		1
Early retirements	2			1
Resignations	15	1	1	1
Summary dismissal	1			
Disability	1	1		
Death	1			

• Training: percentage of training funds utilization, training cost and number of staff members trained as at 31 December 2008:

	United Nations Headquarters	*United Nations Office at Geneva*	*United Nations Office at Vienna*	*United Nations Office at Nairobi*	*All duty stations*
Percentage of training funds utilized	100	96.5	103.5	100	100
Training cost	$187 326	$97 346	$32 204	$25 482	$342 358
Number of staff members trained	392	94	42	93	621

Annex II

Requests to meet during the sixty-fourth session of the General Assembly and related statistical information

A. Requests for meetings

1. Committee on Relations with the Host Country

Letter dated 17 June 2009 from the Secretary of the Committee

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the sixty-fourth session of the General Assembly.

This request is based on the Committee's mandate, set out in General Assembly resolution 2819 (XXVI), authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the Assembly.

In its resolution 63/130, the General Assembly affirmed the importance of the Committee being in a position to fulfil its mandate and meet on short notice to deal with urgent and important matters concerning the relations between the United Nations and the host country, and in that connection requested the Secretariat and the Committee on Conferences to accord priority to requests from the Committee on Relations with the Host Country for conference-servicing facilities for meetings of that Committee that must be held while the Assembly and its Main Committees are meeting, without prejudice to the requirements of those bodies and on an "as available" basis. The Assembly also requested the Committee to continue its work in conformity with Assembly resolution 2819 (XXVI) and to submit a report on its work to the Assembly at its sixty-fourth session.

Having due regard to the nature of the Committee, its work and previous experience, it would suffice to make the necessary conference facilities available for two or three meetings only.

2. Committee on the Exercise of the Inalienable Rights of the Palestinian People

Letter dated 15 June 2009 from the Chair of the Committee

As you are aware, the General Assembly, by its resolution 63/26, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly, the Security Council or the Secretary-General, as appropriate. By the same resolution, the Assembly requested the Secretary-General to continue to provide the Committee with all the necessary facilities for the performance of its tasks.

As the Committee has no control over the timing of the events it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the special meeting

in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (Supplement No. 35) under the agenda item "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming sixty-fourth session of the General Assembly, as necessary for carrying out the important mandate entrusted to the Committee by the Assembly.

3. Disarmament Commission

Memorandum dated 7 July 2009 from the Secretary of the Disarmament Commission

We should be most grateful if you would, in accordance with the exception to section I, paragraph 7, of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the Disarmament Commission to hold its organizational session in November 2009, in the event it requires to meet in accordance with its established meetings pattern.

The organizational session of the Commission, during the General Assembly, is justified by reasons of political practicality and reasons of membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational but also substantive issues, which require an intricate knowledge of the international disarmament machinery as well as of substance.

And, of course, holding an organizational session — one afternoon meeting — requires limited conference-servicing resources.

4. Executive Board of the United Nations Research and Training Institute for the Advancement of Women

Memorandum dated 19 June 2009 from the Officer-in-Charge of the Executive Board

The Executive Board of the International Research and Training Institute for the Advancement of Women (INSTRAW) held its sixth session at United Nations Headquarters on 23 April 2009. At that session, the Executive Board determined the need to hold a resumed session in October in order to review the progress made in the recruitment of a new Director for the Institute.

In this regard, we would be most grateful if you would, as an exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the Executive Board of INSTRAW to meet in a resumed sixth session on 1 and 2 October 2009 from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. each day.

5. Executive Board of the United Nations Children's Fund

Memorandum dated 16 June 2009 from the Secretary of the Executive Board

We should be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the UNICEF Executive Board to meet from 14 to 17 September 2009.

As is usual practice, UNICEF holds three Executive Board Sessions per year as follows: first regular session (January); annual session (June); and second regular session (September). We also have to bear in mind the scheduling of the United Nations Development Programme/United Nations Population Fund Executive Board sessions.

In view of the dates of the annual session, and to ensure sufficient time for the preparation, translation and distribution of the documents, our second regular session has been scheduled for September — and no later in the year — due to the General Assembly. While deciding on the timing, we have also taken into consideration other meetings scheduled this year for September.

6. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Memorandum dated 15 June 2009 from the Secretary of the Working Group

In paragraph 5 of its resolution 63/91, the General Assembly decided to commemorate the work of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) on the occasion of the sixtieth anniversary of its establishment at a high-level meeting to be convened on 1 October 2009, during the sixty-fourth session of the General Assembly, and encouraged the participation of Member States at the ministerial level.

Following extensive intergovernmental consultations with the General Assembly membership, a draft decision will shortly be considered by the Assembly to hold the high-level event for UNRWA on 24 September 2009, at 10 a.m., in the Trusteeship Council Chamber.

In view of the above, it would be very much appreciated if you could draw to the attention of the Committee on Conferences the decision of the General Assembly to hold this high-level commemorative event for UNRWA during the first week of the sixty-fourth session of the General Assembly, and that UNRWA be authorized to do so.

B. Statistical information

The table below refers to meetings with interpretation held during the main part of the sixty-third session of the General Assembly.

Body	*Number of meetings held*	*Minutes lost*		
		Late starting	*Early ending*	*Total*
Committee on Relations with the Host Country	1	15	130	145
Committee on the Exercise of the Inalienable Rights of the Palestinian People	3	30	175	205
Disarmament Commission	—	—	—	—
Executive Board of the United Nations Development Programme and the United Nations Population Fund	1	45	50	95
Executive Board of the United Nations Research and Training Institute for the Advancement of Women	1	20	15	35
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories	—	—	—	—
Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	—	—	—	—
Independent Audit Advisory Committee	6	170	100	270
Executive Board of the United Nations Children Fund	6	70	455	525

Annex III

Meeting statistics of a core sample of United Nations bodies

A Number of meetings programmed by a given organ at a scheduled session

B Number of additional meetings held during the session

C Number of meetings cancelled during the session

D Number of meetings actually held

E Total number of reassignments

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g. 5.25 = 5 hours and 25 minutes)

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A)

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A)

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of minutes/hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

CI Issuance compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis

n/a Not applicable

* Number of related reassignments

** Utilization factor that would result if only related reassignments were credited

The statistics are compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, held on 18 May 1993.

In compliance with the request of the Committee on Conferences at its 1999 substantive session, utilization factors for a three-year reporting period are provided and organs are listed in the order of the utilization factors for the latest reporting period by duty station.

A. New York

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
United Nations Children's Fund (UNICEF) Executive Board second regular session,																				
15-17 September 2008	6	—	—	6	—	n/a	0.15/0.00	100	100	99	n/a	15	47	80	15	18	12	—	—	8
4-7 September 2007	6	1	—	7	—	n/a	0.25/0.15	117	83	97	n/a	40	41	87	28	18	—	5	8	—
6-8 September 2006	6	—	—	6	—	n/a	0.15/3.25	100	100	80	n/a	220	11	88	47	30	4	6	2	—
Advisory Committee on Administrative and Budgetary Questions																				
5 February-25 April 2008	100	2	4	98	—	n/a	9.25/5.50	98	94	91	n/a	915	n/a							
6 February-27 April 2007	113	—	14	99	2	n/a	10.05/21.55	88	88	80	n/a	1 920	n/a							
14 February-13 April 2006	86	—	8	78	1	n/a	3.20/23.40	91	91	81	n/a	1 620	n/a							
United Nations Development Programme/United Nations Population Fund (UNDP/ UNFPA) Executive Board First regular session,																				
21-24 January 2008	8	—	—	8	—	n/a	2.15/0.15	100	100	90	n/a	150	29	58	24	5	10	14	18	—
22-26 January 2007	8	—	—	8	—	n/a	1.35/2.30	100	100	83	n/a	245	25	45	10	10	5	—	25	25
24-27 January 2006	8	—	—	8	—	n/a	2.25/	100	100	90	n/a	145	24	78	30	24	—	6	11	5
General Assembly (Sixth Committee)																				
Sixty-third session, 2008	28	—	2	26	2	n/a	3.25/5.30	93	93	89	n/a	535	85	100	—	15	—	—	—	—
Sixty-second session, 2007	33	2	3	32	3	n/a	3.20/3.55	97	85	93	n/a	435	92	92	—	—	—	8	—	—
Sixty-first session, 2006	27	4	6	25	4	n/a	3.15/1.50	93	63	88	n/a	305	50	60	—	10	10	—	10	20
United Nations Commission on International Trade Law (UNCITRAL) Working Group on Arbitration																				
Forty-eighth session, 4-8 February 2008	10	—	—	10	—	n/a	3.15/0.00	100	100	89	n/a	195	50	50	—	—	—	—	50	—

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Forty-sixth session, 5-9 February 2007	10	—	—	10	—	n/a	3.05/0.15	100	100	89	n/a	200	25	25	—	—	—	50	25	—
Forty-fourth session, 23-27 January 2006	10	—	1	9	—	n/a	1.30/2.00	90	90	78	n/a	210	—	50	—	50	—	38	—	13
General Assembly (Fifth Committee)																				
Resumed sixty-second session,																				
3-28 March 2008	38	—	2	36	2	2	10.20/7.00	95	95	85	85	1 040	—	—	—	—	—	17	17	66
5-30 May 2008	38	—	2	36	2	2	8.25/3.50	95	95	89	89	735	36	44	2	6	4	2	15	35
Resumed sixty-first session,																				
5-30 March 2007	40	2	5	37	5	5	10.25/4.40	93	83	88	88	905	9	9	—	—	—	—	8	83
7 May-8 June 2007	48	—	3	45	3	3	16.15/6.55	94	94	84	84	1 390	50	57	4	3	5	13	11	14
Resumed sixtieth session,																				
6-31 March 2006	40	—	5	35	5	4	9.55/1.55	88	88	90	88	710	—	17	—	17	17	17	33	16
22 May-30 June 2006	57	—	7	50	7	7	15.05/9.25	88	88	86	86	1 470	65	78	11	2	3	2	—	17
Advisory Committee on Administrative and Budgetary Questions																				
2 September-19 December 2008	151	—	8	143	2	n/a	13.35/26.30	95	95	87	n/a	2 405	n/a							
4 September-21 December 2007	151	—	21	130	11	n/a	13.15/55.10	86	86	78	n/a	4 105	n/a							
5 September-22 December 2006	153	—	24	129	7	n/a	7.55/46.3	84	84	77	n/a	3 263	n/a							
General Assembly (Fifth Committee)																				
Sixty-third session, 2008	111	4	14	101	11	11	27.40/9.45	91	84	87	87	2 245	24	42	9	9	6	10	12	30
Sixty-second session, 2007	103	4	9	98	8	8	24.30/13.45	95	87	87	87	2 270	57	61	—	4	3	3	6	27
Sixty-first session, 2006	116	2	22	96	18	10	23.25/9.50	83	79	87	80	1 995	31	48	6	11	4	8	18	22
Committee on Conferences																				
8-12 September 2008	10	—	—	10	—	n/a	4.10/0.10	100	100	86	n/a	260	40	40	—	—	20	20	—	20
10-14 September 2007	10	—	—	10	—	n/a	3.00/0.00	100	100	90	n/a	180	25	25	—	—	—	25	25	25
11-15 September 2006	10	—	—	10	—	n/a	2.45/1.35	100	100	86	n/a	260	100	100	—	—	—	—	—	—

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Commission on Sustainable Development																				
Sixteenth session, 5-16 May 2008	36	—	1	35	—	n/a	6.55/5.15	97	97	86	n/a	730	96	100	—	4	—	—	—	—
Fifteenth session, 30 April-11 May 2007	33	7	6	34	—	n/a	10.20/7.10	103	61	70	n/a	1 050	33	100	56	11	—	—	—	—
Fourteenth session 1-12 May 2006	39	5	8	36	7	n/a	3.55/1.35	92	67	94	n/a	330	92	100	4	4	—	—	—	—
UNDP/UNFPA Executive Board Second regular session,																				
8-12 September 2008	10	—	—	10	—	n/a	2.35/1.35	100	100	86	n/a	250	13	34	21	—	13	13	17	23
10-14 September 2007	10	—	—	10	—	n/a	1.35/1.40	100	100	89	n/a	195	19	43	14	10	19	14	10	14
11-15 September 2006	10	—	4	6	3	n/a	1.20/0.45	60	60	83	n/a	125	3	32	7	22	14	12	20	22
Human Rights Committee																				
Ninety-second session, 17 March-4 April 2008	28	—	1	27	—	n/a	5.25/3.20	96	96	86	n/a	525	1	2	—	1	—	—	—	—
Eighty-ninth session, 12-30 March 2007	30	—	1	29	—	n/a	3.15/1.10	97	97	92	n/a	265	4	5	—	1	—	—	—	1
Eighty-sixth session, 13-31 March 2006	30	—	1	29	1	n/a	3.35/3.30	97	97	92	n/a	425	—	6	—	6	1	2	—	1
Advisory Committee on Administrative and Budgetary Questions																				
6 May-27 June 2008	75	—	1	74	—	n/a	10.30/20.45	99	99	85	n/a	1 875	n/a							
15 May-27 June 2007	102	—	5	97	1	n/a	9.15/37.20	95	95	81	n/a	2 795	n/a							
2 May-30 June 2006	85	—	8	77	2	n/a	5.50/28.30	91	91	79	n/a	2 060	n/a							
General Assembly (Fourth Committee)																				
Sixty-third session, 2008	25	1	2	24	2	n/a	4.35/8.10	96	88	84	n/a	765	47	53	—	6	6	—	6	35
Sixty-second session, 2007	29	—	4	25	2	n/a	5.10/12.50	86	86	72	n/a	1 080	84	89	5	—	—	11	—	—
Sixty-first session, 2006	26	2	2	26	1	n/a	6.15/18.25	100	85	67	n/a	1 135	44	83	17	22	11	—	—	6

	A	B	C	D	E	*	F (hrs mins)	MR (‰)	PAE (‰)	UE (‰)	** (‰)	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Economic and Social Council Substantive session,																				
30 June-25 July 2008	44	6	3	47	3	1	7.55/17.25	107	80	83	79	1 520	44	65	16	5	9	11	13	2
2-27 July 2007 (Geneva)	55	5	6	54	—	—	12.20/16.45	98	80	74	74	1 745	53	61	3	5	6	11	14	8
3-28 July 2006	50	9	4	55	—	—	9.35/13.30	107	91	80	80	1 385	54	70	8	8	10	5	8	7
General Assembly (First Committee)																				
Sixty-third session, 2008	24	—	2	22	1	—	4.35/4.40	92	92	83	79	555	60	65	—	5	5	5	7	18
Sixty-second session, 2007	24	1	—	25	—	—	5.35/5.55	104	96	85	85	690	52	54	—	2	2	7	13	24
Sixty-first session, 2006	26	—	4	22	2	1	2.00/5.35	85	85	84	80	410	58	63	5	—	3	—	—	34
Committee on Non-Governmental Organizations																				
21-30 January and 29 May-6 June 2008	30	—	—	30	—	n/a	14.45/0.35	100	100	83	n/a	920								
22 January-2 February and 14-18 May 2007	30	—	8	22	1	n/a	6.40/4.20	73	73	66	n/a	560	—	23	16	7	6	12	3	—
19-27 January and 10-19 May 2006	30	—	3	27	3	n/a	8.15/4.20	90	90	86	n/a	755	—	12	6	6	—	4	3	9
General Assembly (Third Committee)																				
Sixty-third session, 2008	55	5	6	54	4	3	10.10/13.40	98	80	83	82	1 430	39	74	24	11	2	8	3	13
Sixty-second session, 2007	62	1	8	55	2	—	14.05/14.50	89	85	75	72	1 735	58	77	13	6	11	2	6	4
Sixty-first session, 2006	57	9	11	55	5	—	15.25/19.10	96	65	73	66	2 075	19	32	3	10	7	10	12	39
Commission on Social Development																				
Forty-sixth session, 6-15 February 2008	14	—	1	13	1	—	2.10/5.30	93	93	82	75	9	100	100	—	—	—	—	—	—
Forty-fifth session, 7-16 February 2007	16	—	3	13	2	—	3.00/5.30	81	81	76	64	510	86	100	—	14	—	—	—	—
Forty-fourth session, 8-17 February 2006	15	—	1	14	1	—	4.20/6.05	93	93	77	70	625	80	100	20	—	—	—	—	—

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
General Assembly (Second Committee)																				
Sixty-third session, 2008	42	1	5	38	5	3	7.50/15.55	90	86	82	77	1 425	59	88	21	8	4	4	4	—
Sixty-second session, 2007	38	1	7	32	5	—	6.25/17.10	84	79	75	62	1 415	45	73	18	10	17	3	7	—
Sixty-first session, 2006	43	3	5	41	1	—	6.45/15.30	95	81	75	73	1 345	58	96	23	15	—	4	—	—
UNCITRAL																				
Forty-first session, 16 June-3 July 2008	28	—	5	23	2	n/a	4.55/1.40	82	82	81	n/a	395	17	44	21	6	3	4	13	13
Fortieth session, 25 June-12 July 2007 (Vienna)	20	—	—	20	—	n/a	3.05/3.50	100	100	88	n/a	415	10	38	3	25	9	6	11	12
Thirty-ninth session, 19 June-7 July 2006	28	—	5	23	1	n/a	5.20/3.50	82	82	75	n/a	550	19	38	2	17	9	13	2	25
Committee for Programme and Coordination																				
Forty-eighth session, 9 June-3 July 2008	38	—	1	37	1	n/a	7.30/15.25	97	97	80	n/a	1 375	85	88	3	—	3	3	6	—
Forty-seventh session, 11 June-6 July 2007	38	4	9	33	4	n/a	7.15/12.15	87	66	73	n/a	1 170	26	34	4	4	4	4	8	50
Forty-sixth session, 14 August-8 September 2006	38	3	2	39	2	n/a	12.05/7.05	103	87	84	n/a	1 150	68	88	14	6	6	3	3	—
General Assembly																				
Sixty-third session, Plenary 2008	156	58	69	145	56	33	41.05/51.40	93	19	79	79	5 565	62	72	10	—	10	8	8	2
Sixty-second session, Plenary 2007	137	3	52	88	36	18	13.10/32.45	64	60	78	65	2 755	57	73	14	2	7	9	7	4
Sixty-first session, Plenary 2006	148	—	57	91	41	10	19.20/25.30	61	61	79	58	2 690	59	79	12	8	6	10	—	5
Commission on the Status of Women																				
Fifty-second session, 25 February-7 March 2008	20	1	1	20	—	n/a	3.05/8.35	100	90	77	n/a	700	88	94	—	6	—	—	6	—
Fifty-first session, 26 February-9 March 2007	20	—	1	19	—	n/a	4.50/0.15	95	95	87	n/a	305	85	93	—	8	—	—	—	7

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Fiftieth session, 27 February-10 March 2006	20	—	—	20	—	n/a	5.15/1.50	100	100	88	n/a	425	67	89	11	11	—	—	11	—
UNICEF Executive Board, annual session,																				
2-6 June 2008	6	—	1	5	—	n/a	0.35/0.30	83	83	77	n/a	65	—	53	18	35	12	24	6	5
4-8 June 2007	10	1	2	9	1	n/a	0.15/1.15	90	70	86	n/a	90	—	49	28	21	12	27	6	6
5-9 June 2006	10	—	1	9	—	n/a	0.20/5.50	90	90	69	n/a	370	35	65	8	22	19	11	5	—
Committee on Contributions																				
Sixty-eighth session, 9-27 June 2008	21	—	5	16	4	n/a	5.15/6.50	76	76	76	n/a	725	86	100	14	—	—	—	—	—
Sixty-seventh session, 11-29 June 2007	24	—	5	19	4	n/a	8.45/8.45	79	79	72	n/a	1 050	80	100	20	—	—	—	—	—
Sixty-sixth session 5-30 June 2006	33	—	10	23	3	n/a	7.00/2.30	70	70	69	n/a	570	88	100	12	—	—	—	—	—
Economic and Social Council Organizational session,																				
5-8 February 2008	6	2	5	3	4	—	0.35/2.35	50	-17	74	24	190	—	—	—	—	—	—	—	100
6-9 February 2007	5	3	4	4	1	—	1.35/3.35	80	-40	41	28	310	—	—	—	—	—	100	—	—
7 February 2006	4	—	3	1	2	—	0.15/1.35	25	25	60	10	110	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Statistical Commission																				
Thirty-ninth session, 26-29 February 2008	8	—	1	7	—	n/a	0.15/3.05	88	88	74	n/a	200	100	100	—	—	—	—	—	—
Thirty-eighth session 27 February-2 March 2007	8	—	2	6	2	n/a	1.45/1.00	75	75	89	n/a	165	100	100	—	—	—	—	—	—
Thirty-seventh session 7-10 March 2006	8	—	—	8	—	n/a	0.35/5.35	100	100	74	n/a	370	100	100	—	—	—	—	—	—
UNICEF Executive Board, first regular session																				
29 January-1 February 2008	8	—	1	7	—	n/a	0.40/4.50	88	88	65	n/a	330	30	50	—	20	10	20	10	10
15-18 January 2007	6	2	—	8	—	n/a	0.30/2.50	133	67	86	n/a	200	25	38	13	—	38	—	12	12
16-19 January 2006	8	—	1	7	1	n/a	0.20/4.30	88	88	81	n/a	270	12	78	44	22	11	11	—	—

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Special Committee on Peacekeeping Operations and its Working Group																				
10 March-4 April 2008	30	—	11	19	4	n/a	5.20/6.50	63	63	63	n/a	730	50	50	—	—	50	—	—	—
26 February-16 March 2007	26	2	6	22	4	n/a	12.10/7.40	85	69	69	n/a	1 190	34	67	33	—	—	—	—	33
27 February-17 March 2006	24	1	1	24	—	n/a	7.25/4.25	100	92	80	n/a	710	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Committee on Information																				
Thirtieth session, 28 April-9 May 2008	15	1	—	16	—	n/a	8.00/11.25	107	93	60	n/a	1 165	67	100	33	—	—	—	—	—
Twenty-ninth session, 30 April-11 May 2007	9	—	—	9	—	n/a	0.20/5.10	100	100	80	n/a	330	75	100	25	—	—	—	—	—
Twenty-eighth session, 24 April-5 May 2006	11	—	2	9	1	n/a	2.00/12.30	82	82	47	n/a	870	100	100	—	—	—	—	—	—
Commission on Population and Development																				
Forty-first session, 7-11 April 2008	8	—	1	7	—	—	2.10/4.20	88	88	60	60	390	100	100	—	—	—	—	—	—
Fortieth session, 9-13 April 2007	10	—	4	6	1	—	1.15/2.00	60	60	59	49	195	100	100	—	—	—	—	—	—
Thirty-ninth session, 3-7 April 2006	10	—	1	9	—	—	3.45/0.30	90	90	76	76	255	88	100	—	12	—	—	—	—
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization																				
27 February-5 March and 7 March 2008	9	—	—	9	—	n/a	3.00/8.25	100	100	58	n/a	685	100	100	—	—	—	—	—	—
7-16 February 2007	9	2	3	8	1	n/a	2.20/3.30	89	44	64	n/a	350	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3-13 April 2006	9	—	3	6	3	n/a	1.40/2.20	67	67	85	n/a	240	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Economic and Social Council Resumed organizational session																				
29-30 April 2008	4	—	3	1	1	—	0.10/0.55	25	25	41	16	65	100	100	—	—	—	—	—	—
25-26 April 2007	4	—	2	2	1	—	0.25/0.15	50	50	69	44	40	100	100	—	—	—	—	—	—
10-11 May 2006	4	—	1	3	—	—	0.55/2.00	75	75	51	51	175	88	94	6	—	—	6	—	—

	A	B	C	D	E	*	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	** (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee for Programme and Coordination Organizational session																				
30 April 2008	1	—	—	1	—	n/a	0.20/2.20	100	100	11	n/a	160	100	100	—	—	—	—	—	—
1 May 2007	1	—	—	1	—	n/a	0.20/1.20	100	100	44	n/a	100	100	100	—	—	—	—	—	—
21 June 2006	1	—	—	1	—	n/a	0.10/0.30	100	100	78	n/a	40	—	—	—	—	—	—	33	67

B. Geneva

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
International Law Commission																		
Sixtieth session (first part), 5 May-6 June 2008	40	—	—	40	—	1.15/4.00	100	100	98	315	50	50	—	—	—	—	13	37
Fifty-ninth session (first part), 7 May-5 June 2007	30	—	—	30	—	2.45/1.40	100	100	95	265	67	67	—	—	—	—	—	33
Fifty-eighth session (first part), 1 May-9 June 2006	44	—	—	44	—	0.50/2.20	100	100	98	190	50	67	17	—	—	33	—	—
Economic and Social Council Subcommittee of Experts on the Transport of Dangerous Goods																		
1-9 December 2008	12	—	—	12	—	0.30/0.55	100	100	96	85	2	2	—	—	76	16	2	4
3-12 December 2007	10	—	—	10	—	0.25/0.30	100	100	97	55	—	4	4	—	—	17	79	—
4-12 December 2006	10	—	—	10	—	0.40/1.05	100	100	94	105	—	—	—	—	3	3	94	—
International Law Commission																		
Sixtieth session (second part), 7 July-8 August 2008	36	—	—	36	—	2.05/4.00	100	100	96	365	25	25	—	—	12	—	—	63
Fifty-ninth session (second part), 9 July-10 August 2007	38	—	—	38	—	2.50/3.30	100	94	94	380	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Fifty-eighth session (second part), 7 July-8 August 2006	42	—	—	42	—	1.20/2.25	100	100	97	225	25	25	—	—	—	—	25	50

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee against Torture																		
Forty-first session, 3-21 November 2008	30	—	—	30	—	3.45/2.35	100	100	93	380	15	19	4	—	—	4	15	62
Thirty-ninth session, 5-23 November 2007	30	—	1	29	—	4.25/0.55	97	97	91	320	18	18	—	—	—	—	—	82
Thirty-seventh session, 6-24 November 2006	30	—	1	29	—	3.45/1.40	97	97	91	325	9	27	18	—	—	9	5	59
Committee on Economic, Social and Cultural Rights																		
Fortieth session, 28 April-16 May 2008	25	—	—	25	—	3.50/1.10	100	100	93	300	13	13	—	—	—	—	13	74
Thirty-eighth session, 30 April-18 May 2007	28	—	1	27	—	3.30/0.25	96	96	92	235	8	16	—	8	—	—	8	76
Thirty-sixth session, 1-19 May 2006	30	—	1	29	—	5.05/0.55	97	97	90	360	24	48	19	5	—	5	14	33
Committee on the Rights of the Child																		
Forty-seventh session, 14 January-1 February 2008	30	—	1	29	—	4.10/1.15	97	97	91	325	44	63	6	13	—	9	3	25
Forty-fourth session, 15 January-2 February 2007	30	—	—	30	0	3.20/1.30	100	100	95	290	32	48	16	—	4	—	8	40
Forty-first session, 9-27 January 2006	41	—	2	39	—	3.30/3.15	95	95	90	405	—	39	—	39	17	4	4	36
Committee on the Rights of the Child																		
Forty-ninth session, 15 September-3 October 2008	26	—	—	26	—	4.00/2.45	100	100	91	405	38	38	—	—	7	3	—	52
Forty-sixth session, 17 September-5 October 2007	34	—	1	33	—	3.15/5.10	97	97	89	505	47	50	—	3	10	—	10	30
Forty-third session, 11-29 September 2006	46	—	1	45	—	3.55/9.30	98	98	88	805	41	41	—	—	10	5	3	41
Human Rights Committee																		
Ninety-fourth session, 13-31 October 2008	30	—	1	29	—	2.15/3.10	97	97	91	325	10	25	10	5	—	10	—	65

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Ninety-first session, 15 October-2 November 2007	30	—	1	29	—	4.00/3.20	97	97	89	440	—	—	—	—	—	25	—	75
Eighty-eighth session, 16 October-3 November 2006	28	—	1	27	—	2.00/2.30	96	96	91	270	—	—	—	—	18	9	9	64
United Nations Conference on Trade and Development, Trade and Development Board																		
Fifty-fifth session, 15-26 August 2008	29	5	14	20	14	7.00/1.50	48	34	91	530	18	27	—	9	28	9	9	27
Fifty-fourth session, 1-11 October 2007	18	9	9	18	6	6.20/1.30	100	—	79	470	15	30	15	—	14	14	14	28
Fifty-third session, 27 September-2 October 2006	8	—	—	8	—	2.40/2.20	100	100	79	300	10	20	—	10	—	30	—	50
Committee on Economic, Social and Cultural Rights																		
Forty-first session, 3-21 November 2008	30	—	2	28	—	2.30/0.45	93	93	90	195	15	15	—	—	—	15	8	62
Thirty-ninth session, 5-23 November 2007	30	—	1	29	—	6.25/0.20	97	97	89	415	—	—	—	—	5	5	11	79
Thirty-seventh session, 6-24 November 2006	30	—	1	29	—	4.50/0.20	97	97	91	310	9	17	—	8	—	—	8	75
Committee on the Rights of the Child																		
Forty-eighth session, 19 May-6 June 2008	30	—	1	29	—	3.35/0.10	97	97	90	225	19	38	5	14	14	5	—	43
Forty-fifth session, 21 May-8 June 2007	28	—	1	27	—	3.30/1.45	96	96	90	315	28	32	—	4	4	—	32	32
Forty-second session, 15 May-2 June 2006	42	—	—	42	—	3.10/7.35	100	100	91	645	49	57	5	3	5	5	10	23
Human Rights Committee																		
Ninety-third session, 7-25 July 2008	30	—	1	29	—	4.50/2.10	97	97	89	420	15	15	—	—	3	6	18	58
Ninetieth session, 9-27 July 2007	30	—	1	29	—	3.10/2.55	97	97	90	365	14	18	4	—	4	—	7	71
Eighty-seventh session, 10-28 July 2006	30	—	1	29	—	2.55/3.50	97	97	89	405	18	18	—	—	9	—	—	73

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee on the Elimination of Racial Discrimination																		
Seventy-third session, 28 July-15 August 2008	28	—	—	28	—	7.00/3.35	100	100	87	635	3	8	—	5	3	5	3	81
Seventy-first session, 30 July-17 August 2007	28	—	—	28	—	7.30/0.05	100	100	91	455	6	18	6	6	8	6	6	62
Sixty-ninth session, 31 July-18 August 2006	28	—	1	27	—	7.05/0.10	96	96	88	435	16	24	5	3	3	—	3	70
Human Rights Council, Expert Mechanism on the Rights of Indigenous Peoples[a]																		
First session, 1-3 October 2008	6	—	—	6	—	1.55/0.30	100	100	87	145			—	—	—	—	—	—
Committee against Torture																		
Fortieth session, 28 April-16 May 2008	26	—	—	26	—	9.10/1.55	100	100	86	665	8	8	—	—	8	20	6	58
Thirty-eighth session, 30 April-18 May 2007	28	—	—	28	—	5.25/5.55	100	100	87	680	18	20	2	—	—	9	16	55
Thirty-sixth session, 1-19 May 2006	30	—	1	29	—	5.05/0.55	97	97	90	360	52	60	4	4	7	—	15	18
Economic and Social Council, Subcommittee of Experts on the Transport of Dangerous Goods																		
30 June-9 July 2008	15	—	—	15	—	0.20/6.35	100	100	85	415	21	48	8	19	18	18	13	3
2-6 July 2007	10	—	1	9	—	1.00/0.10	90	90	86	70	9	42	6	27	9	9	—	40
3-12 July 2006	15	—	1	14	—	1.00/1.15	93	93	88	135	19	19	—	—	—	30	30	21
Human Rights Council[b]																		
Seventh session, 3-28 March 2008	37	6	1	42	1	12.00/7.00	114	81	85	1 140	6	10	3	1	3	8	7	72
Fourth session, 12-30 March 2007	30	3	—	33	—	4.30/7.05	110	90	88	695	7	12	4	1	5	3	3	77
Third session, 29 November-8 December 2006	18	—	—	18	—	3.15/2.50	100	100	89	515	—	—	—	—	—	—	20	80

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	C1 6 weeks	C1 4 weeks	A1 Issued by end of week 6	5	4	3	2	1
Committee on the Elimination of Racial Discrimination																		
Seventy-second session, 18 February-7 March 2008	30	—	1	29	1	8.40/2.25	97	97	84	665	9	17	8	—	25	8	—	50
Seventieth session, 19 February-9 March 2007	30	—	1	29	—	8.35/0.10	97	97	87	525	25	50	—	25	13	—	—	37
Sixty-eighth session, 20 February-10 March 2006	30	—	—	30	—	6.45/1.30	100	100	91	495	20	40	20	—	—	—	40	20
Human Rights Council[b]																		
Eighth session, 2-18 June 2008	26	2	1	27	—	8.45/6.00	104	88	79	885	—	2	2	—	—	—	8	90
Fifth session, 11-18 June 2007	13	4	3	14	—	5.35/3.15	104	46	65	530	—	—	—	—	—	19	—	81
First session, 19-30 June 2006	22	4	—	26	—	5.20/8.30	118	82	82	830	—	—	—	—	—	—	—	—
Human Rights Council Advisory Committee[c]																		
First session, 4-15 August 2008	20	—	1	19	—	4.45/5.40	95	95	78	725	—	—	—	—	—	—	—	100
Human Rights Council[b]																		
Ninth session, 8-26 September 2008	28	—	5	23	—	5.50/3.35	82	82	71	565	—	6	3	3	9	6	12	67
Sixth session, 10-28 September 2007	30	—	1	29	—	9.05/6.40	97	97	79	945	—	7	—	7	13	13	20	47
Second session, 18 September-6 October 2006	30	2	—	32	—	11.15/6.10	107	93	82	1 045	—	—	—	—	—	—	40	60
Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees																		
Fifty-ninth session, 6-10 October 2008	10	—	1	9	—	3.05/4.20	90	90	65	445	22	33	11	—	—	11	56	—

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Fifty-eighth session, 1-5 October 2007	10	—	1	9	—	2.50/1.45	90	90	75	275	—	—	—	—	50	25	—	25
Fifty-seventh session, 2-6 October 2006	10	—	2	8	—	2.00/1.35	80	80	68	315	—	—	—	—	8	15	15	62

C. Vienna

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
International Narcotics Control Board																		
Ninety-second session, 19-30 May 2008	20	—	—	20	—	0.00/0.10	100	100	100	10	—	33	10	23	7	—	10	10
Eighty-ninth session, 7-18 May 2007	20	—	—	20	—	0.00/0.00	100	100	100	—	6	6	—	—	13	19	16	10
Eighty-sixth session, 8-19 May 2006	20	—	—	20	—	0.50/0.00	100	100	100	48	—	6	—	6	6	22	22	—
International Narcotics Control Board																		
Ninety-third session, 28 October-14 November 2008	28	—	—	28	—	0.05/2.35	100	100	97	160	8	13	—	5	5	8	3	28
Ninetieth session, 30 October-16 November 2007	28	—	—	28	—	0.05/1.00	100	100	99	65	6	10	2	2	12	6	16	4
Eighty-seventh session, 30 October-16 November 2006	28	—	—	28	—	0.25/0.35	100	100	99	60	8	8	—	—	7	13	13	7
UNCITRAL Working Group on Arbitration																		
Forty-ninth session, 15-19 September 2008	10	—	—	10	—	1.45/0.30	100	100	93	135	25	25	—	—	8	25	8	13
Forty-seventh session, 10-14 September 2007	10	—	—	10	—	2.35/0.00	100	100	91	155	33	33	—	—	—	—	67	—

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	CI Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	AI 5	AI 4	AI 3	AI 2	AI 1
Forty-fifth session, 11-15 September 2006	10	—	—	10	—	2.45/1.25	100	100	90	250	0	78	—	78	11	11	—	—
Commission on Crime Prevention and Criminal Justice																		
Seventeenth session, 14-18 April 2008	19	5	—	24	—	5.35/1.45	100	74	90	440	6	41	7	28	15	20	9	4
Sixteenth session, 23-27 April 2007	19	1	—	20	—	5.35/1.35	105	95	88	430	24	46	3	19	13	7	22	13
Fifteenth session, 24-28 April 2006	19	3	—	22	—	5.45/7.45	100	84	77	810	32	69	13	24	18	13	—	—
United Nations Scientific Committee on the Effects of Atomic Radiation																		
Fifty-sixth session, 10-18 July 2008	14	—	1	13	—	0.25/1.15	93	93	89	100	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Fifty-fifth session, 21-25 May 2007	10	—	1	9	—	0.15/0.05	90	90	89	20	—	—	—	—	—	—	100	—
Fifty-fourth session, 29 May-2 June 2006	10	—	—	10	—	0.20/3.10	100	100	90	208	100	100	—	—	—	—	—	—
Commission on Narcotic Drugs, Committee of the Whole																		
Fifty-first session, 10-14 March 2008	18	3	—	21	—	6.35/1.40	100	83	87	495	—	4	—	4	9	10	8	50
Fiftieth session, 12-16 March 2007	18	2	—	20	—	3.00/2.30	100	89	91	330	6	30	11	13	22	15	7	23
Forty-ninth session, 13-17 March 2006	18	3	—	21	—	5.45/7.35	100	83	81	797	25	67	15	27	13	18	2	—
Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee																		
Forty-fifth session, 11-22 February 2008	20	—	—	20	—	3.45/7.05	100	100	82	650	—	—	—	—	5	33	10	5

	A	B	C	D	E	F (hrs. mins)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Forty-fourth session, 12-23 February 2007	20	—	—	20	—	2.30/10.00	100	100	79	750	—	—	—	—	26	13	7	20
Forty-third session, 20 February-3 March 2006	20	—	—	20	—	3.25/11.35	100	100	75	902	7	33	13	13	—	—	20	33
Committee on the Peaceful Uses of Outer Space																		
Fifty-first session, 11-20 June 2008	16	—	1	15	—	2.50/2.45	94	94	82	335	—	—	—	—	14	28	42	14
Fiftieth session, 6-15 June 2007	17	—	—	17	—	2.10/1.40	100	100	92	230	16	21	—	5	14	21	—	—
Forty-ninth session, 7-16 June 2006	16	—	—	16	—	2.20/5.40	100	100	81	477	14	14	—	—	14	43	—	29
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee																		
Forty-seven session, 31 March-11 April 2008	20	—	2	18	—	3.35/10.40	90	90	66	855	17	42	25	—	8	8	8	8
Forty-sixth session, 26 March-5 April 2007	18	—	1	17	—	1.50/8.25	94	94	75	615	—	10	—	10	—	20	30	37
Forty-fifth session, 3-13 April 2006	18	—	1	17	—	2.45/9.20	94	94	72	726	22	44	11	11	11	11	—	19
UNCITRAL Working Group on Electronic Commerce[d]																		

D. Nairobi

	A	B	C	D	E	F (hrs. mins.)	MR (%)	PAF (%)	UF (%)	Minutes	CI 6 weeks	CI 4 weeks	AI Issued by end of week 6	5	4	3	2	1
Committee of Permanent Representatives of the United Nations Environment Programme (UNEP)																		
2008	5	—	—	5	—	—	100	100	100	—	n/a							
2007	4	—	—	4	—	—	100	100	100	—	n/a							
2006	5	—	—	5	—	—	100	100	100	—	n/a							
Committee of Permanent Representatives of the United Nations Human Settlements Programme																		
2008	4	—	—	4	—	—	100	100	100	—	n/a							
2007	4	—	—	4	—	—	100	100	100	—	n/a							
2006	4	—	—	4	—	—	100	100	100	—	n/a							
UNEP Governing Council																		
Tenth special session, 20-22 February 2008	12	—	—	12	—	—	100	100	100	—	64	n/a	100	—	—	—	—	—
Twenty-fourth session, 5-9 February 2007	20	—	1	19	—	—	95	95	95	—	24	65	6	35	12	12	12	—
Ninth special session, 7-9 February 2006	12	1	—	13	—	—	108	92	100	—	40	47	7	—	23	20	13	—

[a] The Expert Mechanism on the Rights of Indigenous Peoples was established by the Human Rights Council in its resolution 6/36 and replaced the Subcommission on the Promotion and Protection of Human Rights, Working Group on Indigenous Populations.

[b] The Human Rights Council was established by the General Assembly in its resolution 60/251 and replaced the Commission on Human Rights.

[c] The Human Rights Council Advisory Committee was established by the Human Rights Council in its resolution 5/1 and replaced the Subcommission on the Promotion and Protection of Human Rights.

[d] The UNCITRAL Working Group on Electronic Commerce did not meet in 2008, 2007 and 2006.

Annex IV

Statistics on the provision of conference services in 2008 for bodies entitled to meet "as required" in New York

	Meetings with interpretation services			*Meetings without interpretation services*	
Body	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
Committee on Conferences	1	1	—	—	—
Committee on Relations with the Host Country	3	3	—	1	1
Committee on the Exercise of the Inalienable Rights of the Palestinian People	7	7	—	—	—
Economic and Social Council (informal consultations)	25	25	—	17	17
Peacebuilding Commission	59	55	4	16	16
Security Council sanctions committees	140	132	8	8	8
Security Council, other subsidiary bodies	103	84	19	167	167
Special Committee on Peacekeeping Operations and its Working Group	6	5	1	18	18
Trusteeship Council (and drafting committees)	1	1	—	—	—
United Nations Children's Fund, Executive Board (informal meetings)	13	12	1	6	6
United Nations Development Programme and United Nations Population Fund, Executive Board (informal meetings)	28	23	5	15	15
Total	**386**	**348**	**38**	**248**	**248**

Annex V

Statistics on the provision of conference services in 2008 for meetings of regional and other major groupings of Member States in New York, Geneva, Vienna and Nairobi

	Meetings with interpretation services			*Meetings without interpretation services*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
New York					
African Group	14	7	7	73	73
African Union	6	5	1	8	8
Alliance of Small Island States	9	8	1	11	11
Arab Group	3	2	1	11	11
Asian Group	16	13	3	1	1
Association of Southeast Asian Nations	—	—	—	2	2
Black Sea Economic Cooperation Organization	—	—	—	1	1
Caribbean Community	—	—	—	1	1
Eastern European Group	—	—	—	22	22
Economic Community of West African States	1	1	—	1	1
European Union	—	—	—	79	79
Forum of Small States	—	—	—	1	1
Group of 15	1	1	—	—	—
Group of 77	21	19	2	479	479
Group of 77 on Fifth Committee Matters	24	21	3	56	56
Group of Landlocked and Developing Countries	5	4	1	1	1
Group of the Least Developed Countries	10	8	2	2	2
JUSCANZ (Japan, United States of America, Canada, Australia and New Zealand)	—	—	—	59	59
Latin American and Caribbean Group	19	17	2	10	10
League of Arab States	6	5	1	39	39
Non-Aligned Movement	12	9	3	75	75
Organization of the Islamic Conference	24	20	4	43	43
Rio Group	3	3	—	20	20
Southern African Development Community	—	—	—	6	6
Western European and Other States Group	14	13	1	3	3
Subtotal	**188**	**156**	**32**	**1 005**	**1 005**
Geneva					
African Group	—	—	—	59	46
African Union	1	—	1	138	91
Alliance of Small Island States	—	—	—	12	12
Asian Group	—	—	—	30	29

Grouping	Meetings with interpretation services			Meetings without interpretation services	
	Requested	*Provided*	*Not provided*	*Requested*	*Provided*
Association of Southeast Asian Nations	—	—	—	1	1
Central American Group	—	—	—	5	5
Eastern European Group	—	—	—	19	17
European Union	—	—	—	169	130
Group of 15	—	—	—	4	4
Group of 21	30	28	—	31	29
Group of 77 and China	23	15	6	125	101
Group of the least developed countries	7	4	2	15	14
JUSCANZ (Japan, United States of America, Canada, Australia and New Zealand)	—	—	—	17	12
Latin American and Caribbean Group	26	11	14	126	114
League of Arab States	—	—	—	39	25
Non-Aligned Movement	10	6	4	47	38
Organization of the Islamic Conference	14	10	4	125	54
Organization of Petroleum Exporting Countries	—	—	—	1	1
Western European and Other States Group	—	—	—	99	91
Subtotal	**111**	**74**	**31**	**1 062**	**814**
Vienna					
African Group	—	—	—	53	53
Arab Group	—	—	—	7	7
Asian Group	—	—	—	21	21
Central American Group	—	—	—	1	1
Eastern European Group	—	—	—	3	3
European Union	—	—	—	114	114
Group of 77	—	—	—	79	79
Group of Eight	—	—	—	3	3
Latin American and Caribbean Group	—	—	—	93	93
GUAM (Georgia, Ukraine, Azerbaijan and Republic of Moldova Group)	—	—	—	1	1
Organization of the Islamic Conference	—	—	—	2	2
Various regional groups	—	—	—	2	2
Western European and Other States Group	—	—	—	6	6
Subtotal	**—**	**—**	**—**	**385**	**385**
Nairobi					
African Group	—	—	—	23	23
Arab Group	—	—	—	11	11
Asia and Pacific Group	—	—	—	19	19
European Union Coordination Group	—	—	—	23	23

	Meetings with interpretation services			*Meetings without interpretation services*	
Grouping	*Requested*	*Provided*	*Not provided*	*Requested*	*Provided*
Group of 77 and China	—	—	—	18	18
JUSCANZ (Japan, United States of America, Canada, Australia and New Zealand)	—	—	—	11	11
Latin American and Caribbean Group	—	—	—	6	6
Western European and Other States Group	—	—	—	8	8
Subtotal	—	—	—	**119**	**119**
Total	**299**	**230**	**63**	**2 571**	**2 323**

Annex VI

Availability of conference rooms during the various phases of the capital master plan, situation as at 13 July 2009

Phases	*Estimated duration (Subject to change)*	*Available rooms*
Preparatory period Existing rooms	July-October 2009	• **GAB and CB:** ○ Large rooms: GA Hall, TRI, ECOSOC, rooms: 1-4 ○ SCC, SCCR ○ Medium rooms: 5-10 ○ Alphabet rooms: A-E
Interim period *Temporary SCC/SCCR is being built*	November 2009-February/March 2010	• **GAB and CB:** ○ Large rooms: GA Hall ○ SCC, SCCR ○ Medium rooms: 9 and 10 • **TNLB** ○ Large rooms: 1-4, ECOSOC ○ Medium rooms: 5-8 ○ Alphabet rooms: A-E
Phase one *CB is under construction*	March 2010-December 2011	• **GAB:** ○ Large rooms: GA Hall with portable podium ○ SCC (original room 4), SCCR (original room 5) ○ Medium room: 8 • **TNLB** ○ Large rooms: 1-4, ECOSOC ○ Medium rooms: 5-7 and 10 ○ Alphabet rooms: A-E
Phase two *GAB is under construction*	January 2012-December 2013	• **Renovated CB:** ○ Large rooms: TRI, ECOSOC, rooms: 1-3 ○ SCC, SCCR ○ Medium rooms: 9 and 10 ○ Alphabet rooms: A-E

Phases	*Estimated duration (Subject to change)*	*Available rooms*
		• **TNLB:** o Large rooms: GA Hall (combining room 2 and ECOSOC), 4, 11 (renamed room 1), 12 (renamed room 3) o Medium rooms: 5-8 (renamed room 10) o Alphabet rooms: F, G, H, I and J (renamed rooms A, B, C, D and E)

Acronyms

GAB	General Assembly Building
CB	Conference Building
TNLB	Temporary North Lawn Building
TRI	Trusteeship Council Chamber
ECOSOC	Economic and Social Council Chamber
SCC	Security Council Chamber
SCCR	Security Council Consultation Room

Annex VII

Document management statistics for pre-session documents

A. Submission compliance for documents slotted as at 30 June

	2007			2008			2009			
Author	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Documents due but not received as at 30 June (considered late)*	*Compliance for documents (percentage)*
Board of Auditors	1	—	100	1	1	0	1	—	—	100
Department of Economic and Social Affairs	243	57	77	184	34	82	150	24	—	84
Department of Field Support	0	0	0	3	3	0	2	1	—	50
Department for General Assembly and Conference Management	35	1	97	45	—	100	51	—	—	100
Department of Management	117	72	38	90	48	47	115	30	—	74
Department of Political Affairs	22	4	82	23	2	91	26	2	—	92
Department of Public Information	6	2	67	5	—	100	6	—	—	100
Department of Peacekeeping Operations	9	4	56	8	3	63	6	2	—	67
Independent Audit Advisory Committee	0	0	0	0	0	0	2	—	—	100
International Civil Service Commission	2	—	100	2	1	50	23	11	—	52
International Research and Training Institute for the Advancement of Women	0	0	0	1	—	100	3	1	—	67
Joint Inspection Unit	1	—	100	1	—	100	1	—	—	100
Office for Disarmament Affairs	0	0	0	3	—	100	0	0	0	0
Office for the Coordination of Humanitarian Affairs	1	1	0	1	—	100	2	1	—	50
Office of the United Nations High Commissioner for Human Rights	1	1	0	60	39	35	70	35	—	50
Office of Internal Oversight Services	12	3	75	6	1	83	10	1	—	90
Office of Legal Affairs	27	1	96	50	2	96	33	2	—	94
Office of the Special Adviser on Africa	1	—	100	1	—	100	1	—	—	100
Office of the Special Representative of the Secretary-General for Children and Armed Conflict	0	0	0	0	0	0	1	1	—	0
Peacebuilding Support Office	0	0	0	0	0	0	7	5	—	29

Author	2007			2008			2009			
	Total documents	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Compliance for documents (percentage)*	*Total documents*	*Documents received late*	*Documents due but not received as at 30 June (considered late)*	*Compliance for documents (percentage)*
Regional Commissions New York Office	10	1	90	10	1	90	10	2	—	80
Joint United Nations Programme on HIV/AIDS	2	—	100	1	—	100	2	—	—	100
United Nations Conference on Trade and Development	0	0	0	0	0	0	1	1	—	0
United Nations Development Programme	45	30	33	42	15	64	26	10	—	62
United Nations Office for Partnerships	0	0	0	0	0	0	1	—	—	100
United Nations Population Fund	8	4	50	10	2	80	8	1	—	88
United Nations Human Settlements Programme	1	—	100	1	—	100	1	—	—	100
United Nations Children's Fund	44	26	41	30	10	67	37	8	—	78
United Nations Development Fund for Women	1	—	100	1	—	100	1	—	—	100
United Nations Joint Staff Pension Fund	0	0	0	1	—	100	28	18	—	36
United Nations Institute for Training and Research	0	0	0	1	1	0	1	1	—	0
United Nations Office for Project Services	0	0	0	1	1	0	5	2	—	60
United Nations Relief and Works Agency for Palestine Refugees in the Near East	0	0	0	1	—	100	1	1	—	0
United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	1	—	100	1	—	100	1	1	—	0
United Nations System Chief Executives Board for Coordination	1	1	—	6	5	17	1	—	—	100
United Nations System Staff College	0	0	0	0	0	0	1	—	—	100
United Nations University	0	0	0	0	0	0	1	1	—	0
World Food Programme	2	—	100	2	—	100	2	—	—	100
Total	**592**	**208**	**65**	**592**	**169**	**71**	**638**	**162**	**—**	**75**

B. Overview of submission, processing and issuance

	2007	*2008*	*2009*
Pre-session documents			
Total slotted	632	618	638
Submission			
Total received by the slot date	65% (408/632)	72% (443/618)	75% (476/638)
Received 10 weeks or more before meeting (documents subject to 10-4-6 time frame)	59% (241/407)	73% (304/419)	74% (338/455)
Received 8 weeks or more before meeting (documents subject to 8-4-4 time frame)	63% (139/222)	69% (129/187)	63% (98/155)
Overall submission compliance in accordance with the mandated time frame	60% (380/629)[a]	71% (433/606)[b]	71% (436/610)[c]
Issuance			
Total issued	603	576	588
Issued 6 weeks or more before meeting (documents subject to 10-4-6 time frame)	66% (256/388)	73% (288/396)	73% (308/420)
Issued 4 weeks or more before meeting (documents subject to 8-4-4 time frame)	66% (141/213)	71% (122/173)	73% (105/143)
Overall issuance compliance in accordance with the mandated time frame	66% (397/601)[d]	72% (410/569)[e]	73% (413/563)[f]
Timely processing			
Department for General Assembly and Conference Management non-compliance: within word limit and processed in more than four weeks and issued less than 6/4 weeks before meetings			
Timely submission			
Secretariat reports	2	7	17
Non-Secretariat reports	—	2	2
Late submission			
Secretariat reports	5	12	8
Non-Secretariat reports	—	3	2

[a] Three out of 632 slotted documents were not linked to a meeting.
[b] Twelve out of 618 slotted documents were not linked to a meeting.
[c] Of the 638 slotted documents, 28 are not linked to a meeting and 9 have not yet been received.
[d] Two out of 603 issued documents were not linked to a meeting.
[e] Seven out of 576 issued documents are not linked to a meeting.
[f] Twenty-five out of 588 issued documents are not linked to meeting.

Annex VIII

Letter dated 8 July 2009 from the Under-Secretary-General for General Assembly and Conference Management to the President of the Human Rights Council

During my current visit to Geneva to represent the Department for General Assembly and Conference Management at the Economic and Social Council, I have been informed of the status of documentation for the forthcoming twelfth session of the Human Rights Council (14 September-2 October 2009).

As you are aware, the documents for the twelfth session should be submitted (in accordance with General Assembly resolution 47/202 B, para. 8) 10 weeks before its opening date on 14 September 2009, in order to permit processing in time in all official languages.

I should like to inform you that out of 61 pre-session documents planned for the twelfth session of the Council, which should have been submitted to the Division of Conference Services by 6 July 2009, only 18 documents were submitted on time, which is less than 30 per cent, i.e., 60 per cent less than the 90 per cent benchmark cited in all compacts between heads of departments and the Secretary-General.

Submissions:

Number of pre-session documents planned in the provisional forecast dated 1 July 2009: 61 documents

Number of pre-session documents actually received on 6 July 2009: 18 documents

Please note that the provisional forecast was submitted only on 2 July 2009, which prohibits advance planning of capacity and workload forecasting for all services within the Division. Furthermore, two additional reports of the Working Group on the Universal Periodic Review were returned to the substantive secretariat for its consideration on 9 June 2009, as the texts did not comply with the self-imposed word limits adopted by the Council.

Reference should be made to all provisions regarding submission of documents, late submissions, late slotting and re-slotting. As noted by the Secretary-General "strengthening proactive documents management therefore is not just vital to the timely issuance of documents, but also to the achievement of the other goals of the Secretariat, namely, quality, productivity and cost effectiveness". This initiative aims to enhance the transparency and accountability in document services provided to Member States, with a view to assisting the Division of Conference Management to identify shortcomings in the services and measures for improvements.

Please note that in accordance with the resolution on the pattern of conference (63/248, section IV, paragraphs 10 and 11), the General Assembly, inter alia:

"*Expresses its deep concern* at the unprecedented, high level of late submission of documentation by author departments, which, in turn, has a negative impact on the functioning of intergovernmental bodies ... and

Notes with concern the unprecedented delays in the issuance of documents in 2008, which heavily impacted on the work of the General Assembly, and requests the Secretary-General to elaborate more effective accountability measures to ensure that both authors and their senior managers provide for the timely issuance of documents in all six official languages ...".

(*Signed*) Shaaban M. **Shaaban**
Under-Secretary-General